

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

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Oneida, NY 13421
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315-363-2022

NOTICE OF OPEN POSITION

Water Superintendent

The City of Oneida seeks a candidate for the full-time position of Water Superintendent. This position is a tested position in the Competitive class (provisional appointment) paid at \$77,000.00-\$80,000.00 per year. Salary commensurate with experience.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for maintaining a continuous supply of potable water in the City of Oneida and surrounding municipalities/outside districts. Oversees the planning, construction, operation, maintenance and repair of the municipal water distribution system and water treatment plant. Work is performed in accordance with general policies established by the City Engineer with wide latitude for independently planning and directing projects and daily activities. Supervises all subordinate water department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and directs operation of City water treatment plants and pumping stations;
- Supervises the maintenance of and repairs to water system facilities and equipment;
- Plans and oversees extension, installation, repair, maintenance, and mapping of water distribution lines;
- Supervises and coordinates water quality analyses;
- Receives and responds to inquiries from City residents regarding water service;
- Analyzes industrial and population trends, building activity, and potential fire protection needs in planning for present and future City water needs;
- Purchases supplies and equipment needed for efficient and continuous treatment plant and system operation;
- Prepares budget and water tax rate requests for the department;
- Prepares, reviews, and administers water contracts with outside districts/municipalities;
- Maintains records and prepares reports related to the work;
- Supervises the metering, reading, and billing of customer accounts;
- In the absence of the City Engineer, supervises all public works department personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern methods and practices used in the construction, operation, maintenance, and repair of a municipal water system; good knowledge of the installation and repair of water meters; thorough knowledge of the operations of water treatment plants; good knowledge of modern business administration procedures; ability to plan and supervise the work of others; ability to prepare and maintain records and reports; ability to establish and maintain cooperative relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or a High School Equivalency Diploma

AND

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, Engineering, Biology, Chemistry, or closely related field and three (3) years of managerial experience with a public water system that includes staff supervision, responsibility for budget management, and preparation of reports.

OR

- B. Graduation from a NYS registered or regionally accredited college or university with an Associate's degree in Business Administration, Public Administration, Accounting, Finance, Engineering, Biology, Chemistry, or closely related field and five (5) years of managerial experience with a public water system that includes staff supervision, responsibility for budget management, and preparation of reports.

- C. An equivalent combination of training and experience as defined in (A) and (B) above.

NOTE: A Master's degree in Public Administration or Business Administration may be counted toward two (2) years of experience.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission

Posted: 08/30/2024