CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2128

OPEN COMPETITIVE EXAMINATION FOR: WATER SUPERINTENDENT

SALARY: $97,000 ~ $120,000 per year

FRINGE BENEFITS: Choose from two available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE SUBMITTED

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OR WORK: (Illustrative Only)

Gives general and/or specific direction to supervisors engaged in operational and administrative activities;
Reviews reports of all supervisors; Suggests long term and short term plans and methods for good water storage, treatment, distribution and expansion of any phase of water system; Inspects all Water Department facilities including watersheds, dams, reservoirs, pumping stations, water storage tanks and etc., to check operations and to determine personnel and equipment needs, etc.; Insures that water treatment and quality control operations meet State and Federal standards; Monitors current budgetary status reports and implements cost saving measures as needed; Develops Water Capital and O &M budgets for the Water infrastructure capital renewal program and other capital investments; Seeks out State and Federal grant opportunities to provide direct grant assistance or other assistance to reduce the amount of infrastructure maintenance and replacement costs covered by rate payers; Works closely with the Water Department Engineer, the City Engineer and Consulting Engineers on future modification and improvements to water supply system; Coordinates policies and methods of operation with the other municipal departments and related State and Federal agencies to ensure compliance with applicable laws, regulations and industry standards; Prepares and manages annual budget; Writes reports on water activities periodically and as requested; Prepares and writes Annual Report of Department; Reviews and approves requisitions, vouchers and warrants for payment; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Incumbent must have a thorough knowledge of the principles, standards and practices of the operation of a large municipal water system; good knowledge of hydraulics as applied to water system particularly for treatment, transportation and distribution; knowledge of federal, state and local sanitary, health and fire standards as applied to public water systems; ability to interpret engineering, hydrological, laboratory, and business data in relation to water systems; ability to plan and supervise operational and administrative staff; initiative resourcefulness, good professional judgment; knowledge of modern practices of financial and business administration, Generally Accepted Accounting Principles (GAAP), enterprise fund accounting, budgeting, finance, utility billing, collection procedures, and purchasing procedures; ability to prepare financial reports, perform cost benefit analysis, recommend and assist in implementing the rate structure, analyze complex financial data and communicate such information to the Mayor and Board of Public Works; ability to establish and maintain effective working relationships with all management personnel of the Bureau of Water, other City employees, officials, and the general public; ability to read and interpret laws and regulations, plan and supervise the work of subordinates, prepare and present statistical and narrative reports; concrete understanding of water enterprise operations, capital and infrastructure maintenance and renewal and general business practices.

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REQUIRED EXPERIENCE AND TRAINING:

Five (5) years of experience in the operation of a water supply system serving a population of 50,000 or more of which at least three years shall have been in a supervisory capacity; Bachelor's degree from a college or university of recognized standing with major work in engineering, environmental science/studies or closely related field, preferably with courses in hydraulics.

COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCIPTS, ETC.

SPECIAL NOTE: Three (3) year contract provision by City Charter.

The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V

Revised 10/28/16 CST