

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2638

OPEN COMPETITIVE EXAMINATION FOR: WATER SUPERINTENDENT
SALARY: \$125,000 ~ \$180,000 per year

FRINGE BENEFITS: Choose from 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 Days; paid 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 RECEIVED

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 OF WORK: (Illustrative Only)

Oversees, manages and gives general and/or specific direction to all department managers and supervisors to ensure the successful & continual administration and operation of all activities; Ensures that all reports are prepared and submitted on a timely basis; Reviews reports of all supervisors; Oversight of Water Treatment Plant Contract/Contractor; Develops and/or continually updates long term and short term capital, renewal & replacement plans and methods for good water storage, treatment, distribution and expansion of any phase of water system; Regularly inspects all Water Department facilities including watersheds, dams, reservoirs, pumping stations, water storage tanks and etc., to check operations and to determine personnel, capital renewal, replacement and equipment needs, etc.; Insures that water treatment and quality control operations meet all State and Federal standards; Monitors current budgetary status reports and implements cost saving measures as needed; Develops & manages 5-Year Water Capital Plan (updated annually) and Annual Operation & Maintenance Budget; Routinely 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 Utility Business Administrative Department, the Mayor’s Office, Human Resources Department, Finance Department, Department of Public Works and all other City departments to ensure a collaborative and efficient process with all interrelated projects & programs; Oversees management and supervision of all department personnel. Performs personnel management functions including staffing, hiring, personnel evaluations, process improvements, disciplinary actions, etc.; Oversees, implements and manages proper safety training programs to ensure a safe workplace environment at all times and with all functions;

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EXAMPLES OF DUTIES (continued)

Closely monitors employees who are out on workers compensation or in a temporary restricted duty status; Periodically reviews, updates and develops as needed Department operational & emergency policies and methods; Works with other municipal departments and related State and Federal agencies to ensure compliance with all applicable laws, regulations and industry standards; Manages operating and capital budgets; Writes reports on water activities periodically and as requested; Prepares Annual Report of Department; Reviews and approves requisitions, vouchers and warrants for payment; Oversight and management of all intermunicipal water supply agreements and related issues; Develops requests for proposals and invitation to bids. Manages all operational, service and capital contracts and service agreements;

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, capital planning, budgeting, contract management 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.

REQUIRED EXPERIENCE AND TRAINING:

Five years' 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.

Connecticut Department of Public Health Class 3 Water Distribution license must be obtained within one (1) year of service.

Possession of a valid state driver's license with a good driving history.

Preference will be considered to applicants who's experience is with surface water supplies and multiple resources.

Professional Engineer license recommended but not required.

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

<p>COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, LICENSES/CERTIFICATIONS, ETC.</p>
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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 of 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/D/V

EEOP Utilization Report available at www.waterburyct.org

REVISED 1.24.25 _ USAR NW

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Water Superintendent

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting			X		Driving			X	
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness			X	
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals		X		
Feeling		X			Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors	X			
Hearing			X		Exposure to bodily fluids	X			
Repetitive Motion		X			Exposure to dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards		X		
Visual Acuity/Far			X		Physical danger or abuse	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.