

Notice of Job Opening

Position: Superintendent of Water Metering

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Water and Water Supply

Number of Vacancies to be filled: 1

Rate of Pay: \$63,000 - \$80,000 annually
Commensurate with qualifications and experience

Schedule: Monday-Friday
(7:30am-3:30pm) 40 hr week
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Application Deadline: **Until Filled**
All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

SUPERINTENDENT OF WATER METERING

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs supervisory work involving the coordination and direction of units responsible for the reading, repair and installation of water meters to insure that these activities are performed properly and on a timely basis. Work also involves responsibility for resolving any problems or complaints occurring during the water metering process. Incumbent is responsible for oversight of the Department's cross-connection program, and hydrant meter permitting. The work is performed under the general supervision of the Deputy Water Commissioner and Chief Financial Officer with leeway allowed for the use of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of all employees involved in water meter reading, repair and installation.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates and directs the operations of units responsible for water meter reading, repair and installation;
- Monitors meter repair, installation and reading activities by supervising unit leaders thus insuring that these activities are performed properly and on a timely basis;
- Receives complaints and problems pertaining to water metering operations, investigates them and takes appropriate action; this action involves contact with the public, either in person, by letter, or by telephone;
- Evaluates the activities of units involved in the water metering operation and then plans activities accordingly to maintain an effective system of meter reading, installation or repair and/or modifies the existing system in order to increase unit efficiency and effectiveness;
- Ensures all cellular and radio reads are transmitting properly;
- Maintains inventory of hydrant meters, oversees hydrant-permitting program and ensures hydrant meter charges are billed;
- Maintains the database of cross connection/backflow prevention devices in the distribution system and ensures they comply with annual inspection requirements;
- Routinely inspects all large meters (greater than 2-inches) in the system;
- Develops and maintains employee performance standards to determine job efficiency and effectiveness;
- Enters and retrieves information in an automated information system;
- Prepares various reports pertaining to the water reading, repair and installation, as required;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Experience as a Supervisor;
- Working knowledge and experience with Microsoft Office Suite of Software;
- Ability to develop working knowledge of Badger meter software and Springbook billing software;
- Working knowledge of the processes and procedures involved in water meter reading, repair and installation;
- Ability to establish work standards and to evaluate work in connection with these standards;
- Ability to plan, assign and supervise the work of employees.
- Ability to establish and maintain effective working relations with employees and the general public;
- Ability to operate a personal computer and utilize common office software programs including word processing and databases;
- Understand and formulate and analyze simple mathematics and formulas;
- Ability to prepare accurate and concise written and oral reports;
- Sound judgment;
- Tact;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree and two (2) years of satisfactory full-time, paid supervisory or administrative experience preferably in water metering operations, or a skilled trade; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years full-time paid experience as described in (A); **OR**
- C. Any equivalent combination of training and experience as described above.

Revised: 4/16/1980
11/29/2006

