

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2253

OPEN COMPETITIVE EXAMINATION FOR:

ASSISTANT WATER SUPERINTENDENT

SALARY: \$87,845.28 ~ \$122,218.67 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:

OPEN 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.

GENERAL STATEMENT OF DUTIES: Assists in the planning, directing and supervision of the operation and maintenance of the City’s municipal water supply system; Act as the City of Waterbury liaison to the Water Pollution Control Facility and Water Treatment Plant Contractor, does other related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a very important professional and administrative position assisting in directing the management, supervision, and maintenance of the municipal water supply system including water collection, storage, treatment, transmission and distribution and the maintenance of rate schedules and the financial integrity of the system. The work is performed under the general supervision of the Water Superintendent.

EXAMPLES OF WORK: (Illustrative Only)

Gives general and/or specific direction to supervisors engaged in operational, maintenance and administrative activities; Liaison to Water and WPC Contracts/Contractors; Reviews reports of all supervisors; Assists in personnel matters; Suggests long 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, reservoirs, pumping stations, water tanks, etc, to check operations and to determine personnel and equipment needs, etc.; Works closely with the City Engineer, Department Engineer and Consulting Engineers on future modifications and improvements to water supply system; Coordinates policies and methods of operation with the work of other municipal departments and related State and Federal agencies; Assists in the following: preparation of annual budget, writing reports on water activities periodically and as requested; Reviews and approves requisitions, vouchers, and warrants for payment; Does other related work as required.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles, standard methods and practices of the operation and maintenance of a large municipal water system and waste water system; good knowledge of the principles of hydraulics as applied to public water supply systems. Ability to interpret engineering, hydrological, laboratory and business data in relation to water and waste water systems; ability to plan and supervise operational and administrative staff; ability to establish and maintain effective working and public relations; initiative, resourcefulness, good judgment, good physical condition.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EXPERIENCE:

EDUCATION AND EXPERIENCE:

Five years' experience in the operation of a water and waste water system serving a population of 50,000. Three years' experience in a supervisory capacity; Associates Degree from a college or university of Recognized standing.

SPECIAL REQUIRMENTS:

1. Must hold a State of Connecticut, Department of Public Health, Class III Distribution Certificate or obtain within six months of hire date.
2. Must be on call 24/7.

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

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. 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/D/V

EEOP Utilization Report available upon request

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Assistant 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.