

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam #1963

OPEN COMPETITIVE EXAMINATION FOR: Water Department Superintendent

SALARY: \$78,000 - \$105,000 per year

FRINGE BENEFITS: Choose from three 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, which may be obtained at the Civil Service Office, or by visiting www.waterburyct.org, **must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:**

July 8, 2011

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.
Residents – 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.
THIS POSITION IS ELIGIBLE FOR RESIDENCY POINTS.

EXAMPLES OF DUTIES: 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, reservoirs, pumping stations, 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 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 KNOWLEDGES, 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.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: Eight years of progressively responsible professional experience in the operation of a water supply system serving a population of 50,000 or more of which three years must be in a supervisory capacity. In addition must possess a State of Connecticut Department of Public Health, Class III Distribution System Operator Certification. Graduation from a college or university of recognized standing with major coursework in engineering or closely related field is preferred.

SPECIAL REQUIREMENTS: Must be on call 24 hours a day.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

State of Connecticut Department of Public Health, Class III Distribution System Operator Certification
Copy of College Transcripts if applicable

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 a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt 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/H/V

06/08/2011