

Water

WATER MAINTENANCE ASSISTANT

LOCATION: Tioga County Municipalities
CLASSIFICATION: Non-Competitive
SALARY: To be determined
ADOPTED: 7/17/73; Revised 5/01, 08/10; 11/2018 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs repetitive manual tasks in the accomplishment of semi-skilled maintenance and repair work in a municipal water distribution system and monitoring related apparatus. Work may involve assisting in the construction, maintenance and repair of water mains, services, and hydrants. The work is performed under general supervision of a working supervisor, or other higher designation. Depending upon location, an incumbent may be required to be on call during "after hours" (i.e. nights, weekends, holidays). Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the maintenance, repair, and installation of water mains, pumps, valves, hydrants, and related equipment;
- May read, replace and repair water consumption meters;
- Makes tap on water mains and installs services for customers;
- Checks reservoir level and removes debris from head gates;
- Collects water samples
- Treats water as directed by supervisor;
- Performs various custodial and grounds keeping tasks to maintain water plant buildings and grounds;
- Helps care for tools and equipment;
- May assist in the maintenance work at the water treatment plant and at the reservoir;
- May operate a truck in connection with the duties;
- When assigned to the Village of Candor:
Maintains and is responsible for a small automatic chlorination system without facilities for filtration that serves 1000 residents or less.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of tools, materials, equipment and terminology used in water distribution systems; some knowledge of the principles of hydraulics as they relate to water distribution systems; skill in the repair of small parts and mechanisms; ability to understand and follow oral and written directions; mechanical aptitude; ability to operate motor equipment weighing less than 18,000 gvw; willingness to work after hours, to be on call, and to respond to emergency situations when needed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid experience or its part-time equivalent in construction, plumbing or general labor work. Possession of a valid driver's license at time of appointment.

SPECIAL NECESSARY REQUIREMENT FOR VILLAGE OF CANDOR: At time of appointment and throughout employment, possession of current Grade C certification from the New York State Department of Health as prescribed by Sub-Part 5 of the New York State Sanitary Code.

SPECIAL NECESSARY REQUIREMENT FOR VILLAGE OF WAVERLY: Within a timeframe set by the Village Board, must obtain a Grade D certification from the New York State Department of Health as prescribed by Sub-Part 5 of the New York State Sanitary Code. Certification must be maintained through course of employment.

The above job description for Water Maintenance Assistant has been agreed upon by:

 Patrick Ayres, Mayor
Signature of Department Head or Appointing Authority

Village of Waverly
Name of Department, Municipality or District

12/13/18
Date