

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: SEPTEMBER 8, 2017

WATER & WASTEWATER MAINTENANCE PERSON

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs semi-skilled work. The employee installs, maintains, and repairs a municipal water distribution system and/or wastewater collection system. Some clerical functions are performed. The work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains, repairs and replaces water and wastewater lines;
2. Makes taps and installs service for customers;
3. Installs and repairs water meters;
4. Reads and records water meter readings;
5. Performs minor landscaping on repair and extension sites;
6. Checks booster pumping stations for proper operation;
7. Performs related maintenance at a wastewater plant if assigned;
8. Performs maintenance work on department equipment and grounds;
9. May compute and issue water bills;
10. May maintain clerical records related to work;
11. Performs various routine tasks as related to public works activities;
12. Assists in removal of snow, refuse and garbage and sanding of streets.
13. When assigned, installs, inspects, cleans and mows ditches regularly and removes dams;
14. When assigned, inspects and mows the landfill, repairs test wells, fills and repairs sink holes, and maintains drainage around the landfill;
15. When assigned, completes necessary landfill recordkeeping and makes DEC updates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the common practices, tools, motorized equipment, and terminology involved in the maintenance, extension, and repair of a water distribution and wastewater collection system; skill in the operation and maintenance of pumps; ability to understand and carry out simple oral and written instructions; ability to perform simple clerical and account-keeping duties; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of ninth grade and one (1) of the following:

1. One (1) year of experience in the construction, maintenance or service phases of a water or wastewater system; **OR**
2. One (1) year of experience in semi-skilled plumbing work or as a plumber's helper.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's license to operate vehicles used in this field at time of appointment and for duration of employment.

NOTE: When used in the Town of Somerset one (1) year of college will equate to six (6) months of the required experience.