

ASSISTANT WATER MAINTENANCE FOREPERSON*

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Water Maintenance Foreperson, the incumbent of this position assists in supervising the installation, maintenance, and repair of a water distribution system and in oversight of the installation and repair of water mains, valves, hydrants, and service pipes to consumer's premises. The incumbent of this position consults with his/her superior on technical problems. In the absence of the Water Maintenance Foreperson, an Assistant Water Maintenance Foreperson acts for and on their behalf. The incumbent in this class is considered to be a "working" foreman and assists the Water Maintenance Foreperson in scheduling assignments. Employees in this class must be available for duty at all times. Supervision is exercised over Water Maintenance Workers and other labor personnel in the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in supervising the installation, maintenance and repairs of the water distribution system which consists of mains, valves, hydrants, reservoirs, and service pipes to consumer's premises;

Assists in directing the laying, maintaining and tapping of water mains;

Consults with Water Maintenance Foreperson, Assistant Water Superintendent, or other supervisor on technical problems;

Assists in requisitioning materials and keeping inventory of water maintenance materials for hydrants, valves, meters, water mains, and service lines from vendors and suppliers;

Assists in reading, preparing plans, or sketches of water systems and recording and tracking changes therein into geographic information systems or other devices to reflect current water distribution system conditions and design;

Assists in supervision of the operation and repair of chlorine and ammonia equipment at reservoirs;

Assists in keeping records;

Assists in maintaining all water recording and measuring instruments;

Responds at all times to emergency repair jobs;

Assists in investigation and resolution of consumer's complaints;

Assists in scheduling assignments of Water Maintenance Workers and other labor personnel as required;

May be assigned to read meters, as required;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database and GIS software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices, tools, equipment and terminology used in installation, maintenance, and repair of water distribution systems; ability to read and draft plans or sketches; ability to keep basic records and take measurements; ability to record figures accurately and to make simple calculations; ability to plan, layout and supervise the work of others; ability to secure cooperation from subordinates; ability to follow oral and written directions; ability to operate automotive equipment; ability to withstand heavy labor for extended periods; ability to meet and deal with the public effectively; ability to read, write, speak understand and communicate sufficiently in English to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; industry; mechanical ability; dependability; initiative; courtesy; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of experience where the primary function of the position was the operation, maintenance and/or repair of mechanical equipment related to water distribution systems (such as pumps, valves, pipes, hydrants, etc.) or (b) two (2) years of work experience where the primary function of the position was as a plumber or as a maintenance person in a water maintenance related field.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of a valid license to operate a motor vehicle in New York State appropriate to the vehicle to be operated.
2. Possession of an appropriate New York State Health Department certificate where duties involve water treatment plant operation.

The appointing authority is responsible for verifying and ensuring that the candidate meets these requirements at time of appointment and throughout the course of their employment:

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0611

*Formerly known as Assistant Water Maintenance Foreman