

## ASSISTANT WATER & SEWER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Water & Sewer Maintenance Foreman, an incumbent of this class assists in supervising the installation, maintenance and repair of a water distribution and purification system, sewer collection system and/or equipment in a water treatment and sewer system facility, which includes oversight over the installation and repair of water mains, storm and sanitary sewers, pumping stations, valves, hydrants, meters, service pipes, and appurtenances. This is a responsible supervisory position where detailed instructions are given to water and sewer maintenance workers and work in progress is closely supervised. In the absence of the Water & Sewer Maintenance Foreperson, an Assistant Water & Sewer Maintenance Foreman acts for and on their behalf. The incumbent in this class is considered to be a "working" foreman and assists the Water & Sewer Maintenance Foreman in scheduling assignments. Employees in this class must be available for duty at all times. Supervision is exercised over subordinate personnel involved in water and sewer installation, maintenance and repair work. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

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

Assists in the supervision of the installation, maintenance and repair of storm sewers, sanitary sewers, sewer lines, drains, and appurtenances;

Consults with Water & Sewer Maintenance Foreperson or other supervisor on technical problems;

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

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

Assists in supervising the operation and repair of chemical equipment, pumps, motors and other related equipment;

Maintains records of work performed and prepares reports as required;

Keeps time and material records of jobs;

Responds at all times to emergency repair calls;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Assists in maintaining water recording and measuring instruments including pumps, generators, meters, scales and control equipment;

Assists in supervising the installation and replacement of water meters and keeps records as to location and age of meters;

Assists in the investigation and resolution of customer complaints;

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

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

May inspect construction of new sewers and manholes to ensure conformance with specifications;

May be assigned to read meters or take water samples, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of practices, tools, equipment, and terminology used in the installation, maintenance and repair of water distribution and sewer collection systems; good knowledge of the operation, maintenance, and repair of pumps, motors, and other auxiliary equipment as they relate to water distribution and storm sewer systems; knowledge of flow conditions as they relate to sewer systems; ability to read and draft plans or sketches; ability to read, comprehend and interpret maps, plans and specifications of sewer lines and systems; ability to keep basic records and take measurements; ability to read, understand and record data from gauges, scales, and meters; 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 withstand heavy labor for extended periods; ability to meet and deal with the public effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; industry; mechanical ability; dependability; initiative; resourcefulness; 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 or trade school program and two (2) years of experience where the primary function of the position was the operation, installation, maintenance and/or repair of mechanical equipment related to water distribution systems and/or sewer collection systems.

SPECIAL REQUIREMENTS: The appointing authority is responsible for verifying and ensuring that the candidate meets the following conditions at time of appointment and throughout the course of employment:

- (1) Possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles.
- (2) Possession of an appropriate Water Treatment Plant Operator's Certificate issued under the provisions of the New York State Sanitary Code where duties involve water treatment plant operation.

Towns, Villages,  
Special Districts,  
Cities of Rye & Peekskill  
J. C.: Competitive  
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Job Class Code: 0980