

## WATER MAINTENANCE FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Water Works Superintendent or similar position, the incumbent of this class supervises the installation, maintenance and repair of a water distribution system. This is a responsible supervisory position requiring the Water Maintenance Foreperson to oversee the installation and repair of water mains, valves, hydrants, and service pipes to consumer's premises. An incumbent of this class is considered a "working" foreman and must be available for duty at all times in case of emergency. Detailed instructions are given to water maintenance personnel and the work is closely supervised. Supervision is exercised over Water Maintenance Workers and other labor personnel in the department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the installation, maintenance and repair of the water distribution system which consists of mains, valves, hydrants, reservoirs, and service pipes to consumer's premises;

Leads and directs the laying, maintaining and tapping of water mains;

Consults with the Water Works Superintendent or other supervisor on technical problems;

Supervises the operation and repair of chlorine and ammonia equipment at reservoirs;

Reads and prepares plans or sketches of water systems and records and tracks changes therein into geographic information systems or other devices to reflect current water distribution system conditions and design;

Requisitions materials and keeps inventory of water maintenance materials for hydrants, valves, meters, water mains and service lines from vendors and suppliers;

Responds at all times to emergency repair jobs;

Maintains all water recording and measuring instruments;

Prepares required data, reports and notifications pertaining to the water distribution system for supervisor including records of time and materials;

Conducts investigations of consumer complaints and provides resolution;

Functions as a liaison to public and/or regulatory agencies during repairs and emergencies;

May assist supervisor with cost estimates, project planning and budget preparation;

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: Thorough knowledge of practices, tools, equipment, and terminology used in the installation, maintenance, and repair of water distribution systems; ability to keep basic records and take measurements; ability to record figures accurately and make simple calculations; ability to read and draft plans or sketches; ability to plan, layout and supervise the work of others; ability to secure cooperation from subordinates; ability to meet and deal effectively with the public; ability to follow oral and written directions; ability to operate automotive equipment; 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, database and GIS software; mechanical ability; dependability; initiative; 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) three (3) years of experience where the primary function of the position was as a plumber or as a maintenance person in a water maintenance related field; or (b) three (3) 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, reservoirs, service pipes, etc.)  
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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 Peekskill and Rye  
Special Districts

J.C.: Competitive

Job Class Code: 0610

J.C.: Non-Competitive (1 position) for Town of Bedford Public Works, Town of Yorktown, Village of Ossining and Westchester Joint Water Works only)

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(Formerly known as Water Maintenance Foreman)