

WATER MAINTENANCE WORKER GRADE I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs semi-skilled work in the installation, maintenance and repair of water distribution facilities. This is a responsible position involved in the installation, maintenance, and repair of water mains, service connections, valves, hydrants, and other facilities of a water system. Incumbents may also be assigned to water treatment facilities on a limited basis to perform routine operation and maintenance work. Incumbents in this class have considerable freedom of action in carrying out assignments. In the absence of a supervisor, an employee in this class may be required to perform the duties of the supervisor. Supervision may be exercised over the work of the Grade II Maintenance Workers and/or Laborers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Installs, maintains, and repairs water mains and service connections;

Installs, flushes, and repairs fire hydrants;

Taps water mains;

Investigates consumer's complaints;

Installs tapping sleeves, valves, and curb boxes;

Operates automotive equipment;

Operates electrical instruments for locating leaks, pipes, etc.;

Operates and repairs water pumps;

Supervises Laborers or Grade II Maintenance Workers in the maintenance and repair of water mains, services, valves, hydrants and related water facilities;

Maintains and repairs water plant facilities and properties, as assigned;

Keeps record of time and material used on the job, takes measurements and makes sketches of work performed;

Reads and records readings of meters, gauges and scales;

May operate pumps, valves, motors, and related machinery and equipment in water treatment facilities;

May regulate and adjust chlorinates in water treatment facilities;

May serve as relief operator when necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices, tools, equipment, and terminology involved in the installation, maintenance and repair of a water distribution system; skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to understand and carry out oral instructions; ability to keep basic records and take measurements; ability to withstand heavy labor for extended periods; ability to read, understand and record data from gauges, scales, and meters; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a high school or trade school or possession of a high school equivalency diploma and either: (a) one year of experience as a journeyman plumber; or (b) four years of experience as a plumber's helper; or (c) two years of experience where the primary function of the position was in the operation, maintenance, or repair of mechanical equipment.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

It is the responsibility of the appointing authority to verify and ensure that the candidate meets the following conditions at time of appointment and throughout the course of employment:

- (1) Possession of a license to operate a motor vehicle in New York State;
- (2) Possession of the appropriate certificate issued under the provisions of the New York State Sanitary Code where duties involve water treatment plant operation.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.