

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: MARCH 19, 2015

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. Where wastewater plant is involved, does related maintenance;
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 work activities;
12. Assists in removal of snow, refuse and garbage and sanding of streets.

FOR TOWN OF WILSON ONLY:

1. Installs, inspects, cleans and mows ditches regularly and removes dams;
2. Inspects and mows the landfill, repairs test wells, fills and repairs sink holes, and maintains drainage around the landfill;
3. 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 and wastewater 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: Graduation from a standard grade school **AND** one (1) year of experience in the construction, maintenance or service phases of a water or wastewater system;

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.

Title changed from Water & Sewer Maintenance Person to Water & Wastewater Maintenance Person by NYS DEC 7/1/94.