

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: FEBRUARY 20, 2004

WATER MAINTENANCE PERSON II

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for duties of a higher degree than water maintenance man and supervises the lower class positions in the department; may act in place of superior when assigned. Under general supervision, performs semi-skilled plumbing work in connection with maintenance of water system; does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintenance and repair of buildings and grounds of the department and equipment used in this work;
2. Reads and records all master meters as set up by department and maintenance of same;
3. Is in charge of the collection of water sample program for the County and State Health Department as set up by chief water plant operator.
4. Operation of equipment (such as back-hoe) for inspection of pipe lines for leaks and equipment used for the repair;
5. Maintains time records and may designate work for department employees as assigned.
6. When assigned, acts as Clerk of the Works in this field on construction sites;
7. When assigned, assists in the production of an annual budget for the water department which is subject to review and approval by the Town Board;
8. When assigned, responds to and investigates complaints; resolves the problem; and/or refers it to a higher authority.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Complete knowledge of practices, equipment and terminology involved in the construction, maintenance, and repair of water distribution system; skill in proper maintenance of buildings and grounds, also ability to maintain equipment used in this work; ability to understand written and oral instructions and relate same when assigned; ability to keep records required by this class; knowledge of proper safety measures necessary for this type of work.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: 1. Three (3) years of satisfactory experience in the construction and maintenance or service phases of a large water distribution system.

SPECIAL REQUIREMENTS:

1. In order to receive a temporary, provisional, or permanent appointment all candidates must undergo and pass a physical/fit test required under 29 CFR 1910 of the Occupational Safety and Health Administration Labor Code of Federal Regulations.
2. POSSESSION OF A VALID NEW YORK STATE MOTOR VEHICLE LICENSE TO OPERATE VEHICLES USED IN THIS FIELD OR ADMINISTRATIVE LETTER INDICATING THE INDIVIDUAL DOES NOT NEED THE SPECIAL REQUIREMENT.