

Department: Towns and Villages
Classification: Non-Competitive
Grade: _____

SPEC DISK H3
DOCUMENT 30

WATER MAINTENANCE PERSON
(NYS Department of Health-Distribution System Operator)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing semi-skilled duties in the operation of a water distribution system. This is outline work involving responsibility for semi-skilled plumbing installations, maintenance of a water distribution system, for keeping of water consumption records and related duties. Work is performed under immediate or general supervision depending upon the assignment. Supervision may be exercised over laborers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads, removes and resets water meters in the homes of consumers;
Assists in laying mains and installing hydrants and gates;
Assists in making taps on street water for service to consumers;
Assists in making minor repairs to such fixtures as hydrants, gates, mains, pumps and motors;
Oversees and inspects contracted work projects;
Receives and investigates complaints of customers;
Maintains meter records;
Repairs and tests meters;
Opens and closes water services as requested by consumers;
Checks level and condition of reservoir;
Maintains inventories of meters and supplies necessary for operation;
Bills and collects water rents and keeps accounts of money received.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, terminology and principles of the work; ability to understand and carry out oral and written directions; ability to withstand heavy labor or extended periods in emergencies; ability to make simple calculations; ability to record figures accurately to submit legible written records; courtesy and tact in dealing with the public; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of experience in the plumbing field *and meet the minimum qualifications to be eligible for the applicable Distribution System Operator's License.

* *NOTE:* Not required if a licensed operator is providing this service.

*** SPECIAL REQUIREMENTS FOR DISTRIBUTION SYSTEM OPERATOR:**

One year of acceptable operating and maintenance in a distribution system; and successful completion of distribution system operator courses.

