

Department: Towns and Villages  
Classification: Non-Competitive (Pending CSC approval)  
Grade: \_\_\_\_\_

SPEC DISK H4  
DOCUMENT 33

## ***WATER AND WASTEWATER 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 and wastewater system. This is routine work involving responsibility for semi-skilled plumbing installations, maintenance of a water distribution system, keeping water consumption records and related duties. The incumbent is also responsible for the routine work for the efficient operation and maintenance of a wastewater treatment plant and wastewater lines. The work is performed under supervision in accordance with policies predetermined by the Village Board. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reads, removes and resets water meters in the homes of consumers;  
Repairs water mains, service lines, valves and hydrants;  
Assists in making taps on street water for service to consumers;  
Assists in laying mains and installing hydrants and gates;  
Assists in making minor repairs to such fixtures as hydrants, gates, mains, pumps and motors;  
Receives and investigates complaints of customers;  
Cleans and releases plugged and broken wastewater lines;  
Checks level and condition of reservoir;  
Maintains inventories of meters, pipes, and supplies necessary for operation of water and wastewater systems;  
Maintains meter records.

### **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.