

PUBLIC WORKS AIDE (TOWN OF FARMINGTON)

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for reading and recording water meter readings. This position is responsible for updating computer records and responding to customer questions and concerns. The work involves related duties to meter reading as well as assisting with water distribution and maintenance activities. The duties are performed under general supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads water meters in businesses and private homes;
Operates data collection information system for meter reading including data input and update;
Answers customers' questions and provides information concerning water usage and water meter readings;
Keeps an accurate record of meter readings, customer files, work orders and usage reports;
Installs and maintains water-related equipment;
Tests meters to determine proper functioning and makes necessary repairs;
Verifies data relating to wastewater accounts;
Locates infrastructure for stakeouts;
Delivers parts for repair and maintenance operations;
Performs general maintenance in areas related to the operation of a public works department;
Performs duties in support of meter reading, including but not limited to, answering telephone inquiries and updating customer records;
May serve as a flagger.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of water meters; good knowledge in the general operations of a public works department including the water distribution systems; working knowledge of municipal water regulations; ability to keep accurate records and prepare reports; ability to get along well with others; honesty; physical condition commensurate with the demands of the position.

Continued on Page 2

MINIMUM QUALIFICATIONS: (Either)

1. Graduation from high school or possession of a high school equivalency diploma; or
2. One year of experience in a position involving public contact.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Approved: November 22, 2011
Civil Service Classification: Competitive