

WATER MAINTENANCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The Water Maintenance Assistant performs semi-skilled work in the repair and maintenance of the municipal water distribution systems. These duties involve the installation, repair, testing and maintenance work involved in the operation of the municipal water system. The incumbent may assist another more skilled worker, or in the case of less skilled projects, independently perform needed repair activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs and maintains fire hydrants, gate valves and water mains;
 Tests, repairs and replaces water meters;
 Flushes hydrants and turns water main valves as required;
 Taps and caulks joints of water mains;
 Tests for and repairs leaks in mains;
 Collects test samples and tests water pressure;
 Takes part in flushing operations and clears hydrants of snow and ice;
 Tests, repairs, read and replace water meters;
 Troubleshoot consumer demand, low pressure, meter checks on usual amount used, read meters for new owners, tenants, plumbing emergency problems requiring shut off and on the curb stop;
 Maintains an inventory of supplies on hand;
 Remove, repairs and resets hydrants;
 Repacks gate valves;
 May operate backhoe, pay loader, trucks, tractors and other equipment as required to perform the duties of the position;
 Investigates complaints regarding the operation of water and sewer facilities, processes service orders and coordinates stake outs of agency-owned utilities;
 Assists in maintaining records of consumer water and sewer use;
 Participates in general street maintenance activities including snow removal;
 Prepares water report required by New York State Department of Health;
 May operate tapping machines, pumps, compressors, air hammers and caulking guns, and any other necessary equipment required to do the jobs;
 May repair and replace parking meters;
 May repair and replace street and signal lights.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of common practices, tools, terminology and principles involved in maintenance of water distribution systems and water measuring devices; ability to understand and carry out oral and written instructions; ability to withstand heavy labor for extended periods; industry; dependability; physical condition commensurate with the demands of the position.

WATER MAINTENANCE ASSISTANT

MINIMUM QUALIFICATIONS: One year of experience in plumbing construction or performance of heavy manual labor, AND:

Requirement for the TOWN OF GENEVA & TOWN OF MANCHESTER (PORT GIBSON): Possession of appropriate "D" water distribution systems operator certificate issued by the New York Department of Health, and maintenance of such license throughout the tenure of employment in the position.

Requirement for PERMANENT APPOINTMENT in the CITY OF CANANDAIGUA & TOWN OF CANANDAIGUA: Possession of appropriate "D" water distribution systems operator certificate issued by the New York Department of Health within one year of appointment, and maintenance of such license throughout the tenure of employment in the position.

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.

REVISED: 5/27/97, 6/21/18

CIVIL SERVICE CLASSIFICATION: Non-Competitive