



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Motor Equipment Operator/Water Maintenance Person
Jurisdictional Class: Non-Competitive
Civil Division: Town of Montezuma
Adoption: CSM 05/08/13
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Most of the work involves performing the tasks of a Motor Equipment Operator in maintaining the town roads and equipment, while some time is spent maintaining the town buildings and grounds. In the absence of the Water Maintenance Person, someone in this class is responsible for ensuring that the water chlorination is at the mandated level according to the Health Department's standards. The work is performed under the supervision of the Town Highway Superintendent or Water Maintenance Person. An employee in this class is not required to supervise the work of others.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Motor Equipment Operator:

Operates a truck in connection with the hauling of material for road construction and repair;
Operates a truck to transport employees, tools and other equipment;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment, operates bulldozer or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
Performs a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
May be required to perform minor maintenance duties around buildings and grounds;
Does related tasks as assigned.

Water Maintenance Person:

Reads, removes and resets water meters;
In the absence of the Water Maintenance Person, may monitor water chlorination levels and dispense chlorine when required;
May perform minor repairs to such fixtures as meters, hydrants, pumps or motors;
May assist with related work with water district as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Good knowledge of the common practices, tools and principles of the work;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

(Continued)

Ability to understand and carry out simple oral and written instructions;

Ability to withstand heavy labor for extended periods in emergencies;

Ability to work in inclement weather conditions;

Mechanical aptitude;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in the operation of some type of automotive equipment AND two years of experience either assisting a plumber or water maintenance worker or in performing mechanical work which involved the repair of small part mechanisms, pumps or motors.

SPECIAL REQUIREMENT(S):

Possession of the appropriate NYS Driver's license AND appropriate level certification as required by and issued by the NYS Department of Health at time of appointment.