



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

**JOB SPECIFICATION**

Civil Service Title: **Water Maintenance Worker  
(Towns of Brutus, Genoa & Locke)**  
Jurisdictional Class: Non-Competitive\* (Towns of Brutus, Genoa & Locke)  
\* (Population less than 5,000)  
Civil Division: Towns of Brutus, Genoa & Locke  
Adoption: CSM 01/12/1980  
Revised: CSM 12/09/1981, 03/15/2000, 12/17/2003, 06/10/2009, 01/13/2009

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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility in the operation of the town water treatment plant and may involve performing semi-skilled plumbing installation and maintenance of a water distribution system. Additionally, where applicable, an incumbent may be responsible to operate motor equipment in the Town Highway Department when not performing water maintenance or treatment duties. The work is performed as designated by the town council under general supervision of either the Town Supervisor or Highway Superintendent, depending on the assignment, with leeway allowed for carrying out the details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Reads, removes, repairs and installs water consumption meters for homes and businesses;  
Makes service taps on main distribution lines for new water customers;  
Performs repairs to fire hydrants, valve gates, water distribution lines, pumps and meters;  
Operates a truck in transporting supplies and material for the Town Highway Department;  
Investigates water customer complaints such as low pressure, dirty or rusty water, etc., to determine the cause and takes corrective action;  
Maintains meter consumption and water treatment records;  
Treats water by addition of appropriate chemicals, performs appropriate quality control tests and maintains a log of plan operation;  
Records readings of treatment plant gauges, scales and meters;  
Opens and closes water distribution service as directed by the Town Board;  
Maintains adequate inventories of supplies and equipment necessary to operate the water treatment plant and maintain the system.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the practices used and equipment required in the operation and maintenance of a water treatment Type C Plant;  
Working knowledge of the principles and application of physics, chemistry and bacteriology as they relate to water treatment;  
Skill in the operation and repair of water consumption meters, pumps, valves and related mechanical equipment;  
Ability to read, understand and record information from meters, gauges and scales;  
Ability to operate a motor vehicle in performance of duties (Town of Genoa only);  
Ability to make routine chemical tests for control of water treatment plant operations;  
Mechanical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Grade C Water Treatment Plant**

1. Graduation from high school or possession of a high school equivalency diploma; and
2. 6 months of operating experience at a minimum of a grade C Water Treatment Plant; and
3. Possession of a current Grade C-Plant or Distribution System Water System Operator's certificate issued by the NYS Department of Health.

**Grade D Water Treatment Plant**

1. Graduation from high school or possession of a high school equivalency diploma; and
2. 1 year of operating and maintenance experience in a distribution system serving 1,000 people or more; and
3. Possession of current qualifications prescribed by Subpart 5-4 of the State Sanitary Code for a Grade D-Distribution System Water System Operator certificate issued by the NYS Department of Health.

**SPECIAL REQUIREMENT(S):**

**NOTE:** If the position involves the operation of a motor vehicle, the employee must possess a valid appropriate level New York State driver's license.