



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

JOB SPECIFICATION

Civil Service Title:	PUBLIC WORKS UTILITY WORKER I
Jurisdictional Class:	Non-Competitive
Civil Division:	Town of Owasco, Village of Moravia (Town of Springport – Approved NYSCSC 2/14/05)
Adoption:	CSM 05/13/98
Revised:	CSM 01/13/99, 10/15/03, 4/11/07

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the towns and villages and involves responsibility for assisting in the carrying out a variety of public works operations and semi-skilled maintenance functions including plumbing installation and maintenance of a water distribution system. The work is performed under the general supervision of a higher-level employee with leeway allowed to exercise independent judgment in carrying out the assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a truck in connection with the hauling of material for road construction and repair;
Operates a truck to transport workmen, tools and other equipment;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
Operated bulldozer, grader, power shovel 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;
Reads, removes and resets water meters in the homes of consumers;
Assists in making taps on street water for service to consumers;
May make minor repairs to such fixtures as hydrants, gates, mains, pumps and motors;
Receives and investigates complaints of customers;
Maintains meter records;
Opens and closes water services as requested by consumers;
Checks level and condition of reservoir;
Participates in the maintenance of Water Treatment Plant equipment;
Makes inspections of Treatment Plant, Pumping Station and Reservoirs for maintenance on pumps, valves, chlorinators, motors, and storage units;
Cleans catch basins, storm and sanitary sewers;
Completes repairs on water mains, hydrants, meters and related items.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to acquire working knowledge to operate and maintain a water treatment plant and distribution system;
Ability to acquire working knowledge of public works maintenance activities;
Ability to understand and carry out oral and written instructions;
Ability to keep records and prepare reports;
Mechanical aptitude;
Courtesy and tact in dealing with the public;

MINIMUM QUALIFICATIONS:

One year of water system maintenance experience including the repair of pumps and motors, small parts mechanisms, and the operation and minor maintenance of construction and automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a NYS CDL Motor Vehicle Operator's License at time of appointment.