



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	PUBLIC WORKS UTILITY WORKER II
Jurisdictional Class:	Non-Competitive
Civil Division:	Towns: Owasco Villages: Moravia
Adoption:	CSM 05/13/98
Revised:	CSM 01/13/99, 2/10/99, 10/15/03

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the towns and villages and involves responsibility for planning and 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 or Officer of the Town or Village with leeway allowed to exercise independent judgment in carrying out the assigned duties. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates the Water Treatment Plant and/or Water Distribution and Purification Facilities;
Takes water samples for bacteriological and chemical analysis;
Makes frequent inspections of Treatment Plant, Pumping Station and Reservoirs;
Maintains Water Treatment Plant equipment;
Confers with officials on the construction and maintenance needs of contracted work projects;
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 bulldozer, grader, power shovel or other heavy automotive equipment;
Oversees and performs a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road or street maintenance work;
Makes taps on street water for service to consumers;
Operates a snow plow or related snow removal equipment;
Opens and closes water services as requested by consumers;
Maintains meter records;
Receives and investigates complaints of customers;
Makes minor repairs to such fixtures as hydrants, gates, mains, pumps and motors;
Performs minor mechanical repairs on automotive equipment;
Services assigned vehicle and maintains it in clean condition, may load and unload trucks;
Reads, removes and resets water meters in the homes of consumers;
Checks level and condition of reservoir;
Cleans catch basins, storm and sanitary sewers;
Completes repairs on water mains, hydrants, meters and related items.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the operation of trucks, tractors and other types of construction and automotive equipment;
Working knowledge of tools and equipment used in water treatment and distribution, and related public works activities;
Ability to operate and maintain a water treatment plant;
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;
Ability to plan and supervise the work of others;
Mechanical aptitude;
Courtesy and tact in dealing with the public and with co-workers.

MINIMUM QUALIFICATIONS:

Two years of water system maintenance experience including the repair of pumps and motors, small parts mechanisms including one year in 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.

Town of Owasco: Possession of NYS Department of Health Water Treatment Plant Operator's Certification II A and Grade "D" Distribution System Operator's Certificate

Village of Moravia: Possession of NYS Department of Health Water Treatment Plant Operator's Certification II A or II B and Grade "D" Distribution System Operator's Certificate