



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

JOB SPECIFICATION

Civil Service Title: **WATER AND SEWER MAINTENANCE MECHANIC**
Jurisdictional Class: Competitive
Non-Competitive (Towns and Villages with population Less than 5,000)
Non-Competitive (Water & Sewer Authority – NYSCSC 5/14/08)
Civil Division: Towns and Villages; Water & Sewer Authority
Adoption: CSM 3/31/79
Revised: CSM 12/9/81; 9/9/98; 9/13/06; 6/21/18

DISTINGUISHING FEATURES OF THE CLASS:

This is skilled work involving responsibility for performance of maintenance and repair tasks on municipal water distribution and sewer collection systems. Additionally, employees in this class may be responsible for reading, repairing, and installing water meters in homes and businesses and for inspection and approval of applications and installations for new water and sewer connections. There is no responsibility in this position for either water or sewage treatment. The work is performed under the general supervision of a supervisor with considerable leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision may be exercised over the work of Laborers or Assistants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs maintenance and repair tasks on water pump stations, meter stations and pumping equipment using hand and power tools and equipment;
Installs water meters in private dwellings and commercial establishments using accepted modern plumbing techniques;
Removes, disassembles, tests, and repairs defective water meters;
Periodically checks water district reservoirs to ensure adequate supply is available and reports any unsanitary conditions to proper official;
Maintains water distribution lines, taps water mains for new access to water system, and ensures system is operating continuously;
Investigates complaints concerning water distribution service to consumers such as discolored water, rust, etc. and resolves customer complaints and concerns;
Responds to emergency calls regarding the water distribution system and performs necessary repairs;
Reads master water and sewage meters, records flow, and notifies billing agency;
Performs pressure tests and flushes fire hydrants periodically;
Inspects and approves water and sewer system installations on new or existing homes and businesses performed by contractors or developers;
Performs sewer collection system tests for flow distribution to prevent ground runoff water entry;
Flushes sewer trunk lines using water pressure connection if stoppage occurs;
May excavate for and repair water distribution and sewer collection system lines as required;
May assist supervisor with a plan for future water supply needs, taking into consideration population increases, fire protection, and industrial condition needs;
Prepares water flow and maintenance reports including daily recording and monthly flow water totals;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, and terminology used in the installation, maintenance, and repair of water distribution systems;
Thorough knowledge of the practices, tools, and terminology used in the construction, maintenance, and repair of sewer collection systems;
Thorough knowledge of the methods, procedures, and safety precautions of the plumbing trade;
Ability to work from plans, specifications, and rough sketches;
Working knowledge of the operation, installation, maintenance, and repair of water consumption meters;
Ability to read water consumption and sewer flow measuring devices;
Ability to operate a motor vehicle in performance of duties;
Ability to understand and carry out moderately complex oral and written instructions;
Ability to evaluate and approve the work of plumbers and contractors installing water and sewer systems;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Four (4) years of experience as a plumber; OR
- (B) Four (4) years of experience in the installation, maintenance, and repair of water distribution and sewage collection systems; OR
- (C) An equivalent combination of training and experience.

SPECIAL REQUIREMENT(S):

TOWN OF SENNETT:

Eligibility for an appropriate level New York State driver's license. Possession of license at time of appointment.

WATER & SEWER AUTHORITY:

Water Distribution Operator's Certification-Grade D issued by NYS Department of Health.

Eligibility for an appropriate level NYS driver's license. Possession of license at time of appointment.

Must maintain certifications and driver's license during tenure in position.

Note: If operating a chlorination system, then a Grade C (Water Treatment Plant or Distribution System Operator) certification issued by NYS Department of Health is also required.