



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

**JOB SPECIFICATION**

Civil Service Title: **Water Maintenance Person**  
Jurisdictional Class: Non-Competitive (part-time) at all Towns & Villages  
Competitive (full-time) at Water & Sewer Authority (NYSCSC 9/21/11)  
Civil Division: Towns, Villages, Water & Sewer Authority  
Adoption: CSM  
Revised: CSM 12/9/81, 5/13/86, 12/9/87, 2/12/97, 1/8/03, 10/14/09, 6/12/14

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**DISTINGUISHING FEATURES OF THE CLASS:**

Performs semi-skilled duties in the operation of a water distribution system; does related work as required. This is routine work involving responsibility for semi-skilled plumbing installations, maintenance of a water distribution system, the keeping of water consumption records, and related duties. Work is performed under immediate or general supervision depending upon the assignment. Supervision may be exercised over laborers.

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

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;  
Oversees and inspects contracted work projects;  
Receives and investigates complaints of customers;  
Maintains meter records;  
Repairs and tests meters;  
Opens and closes water services as requested by consumers;  
Checks level and condition of reservoir;  
Maintains inventories of meters and supplies necessary for operation;  
Bills and collects water rents and keeps accounts of money received;  
May assist with related work with sewer district as needed.

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

Good knowledge of the common practices, tools, terminology, and principles of the work;  
Ability to understand and carry out oral and written directions;  
Ability to withstand heavy labor for extended period in emergencies;  
Ability to make simple calculations;  
Ability to record figures accurately and to submit legible written records;  
Courtesy and tact in dealing with the public;  
Mechanical aptitude;  
Dependability;  
Good eyesight;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher and six (6) months of experience as a plumber's or water maintenance person's helper or mechanic in the repair of small part mechanisms, pumps, or motors; OR
- (B) Two (2) years of experience as a plumber's or water maintenance person's helper or mechanic in the repair of small part mechanisms, pumps, or motors; OR
- (C) Equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT(S):**

**Town of Aurelius, Town of Throop and Village of Port Byron:**

Possession of appropriate Distribution Systems Operator certificate issued by the New York State Department of Health at time of appointment.

**Water & Sewer Authority:**

Possession of appropriate Distribution Systems Operator certification issued by the New York State Department of Health within two years of employee's appointment.