

Civil Division: Town of Paris
Jurisdictional Class Non-Competitive
EEO Category: Skilled Craft
Revised: 04/14/14

WATER & SEWER SYSTEM MAINTAINER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village water/sewer department, and involves responsibility for performing a variety of technical and manual work in the maintenance and repair of the water/sewer systems, and for assisting in the operation of the water treatment plant. The work is performed under the general supervision of town or village officials, with leeway allowed for the use of independent judgment in carrying out work assignments. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Inspects water plant and equipment;
Repairs and resets valves, meters and pumps;
Assists in the operation of the water treatment plant;
Performs routine chemical tests on water samples;
Locates water leaks, installs clamps and sleeves, and takes other corrective action, as necessary;
Schedules and monitors repairs and maintenance of water/sewer mains and lines, performed by private contractors;
Repairs, resets, maintains and flushes hydrants;
Reads water meters and reports readings to billing clerk;
Issues sewer permits;
Orders supplies and materials;
Maintains work-related records and reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the common practices, principles, terminology and safety precautions used in the maintenance and extension of municipal water and sewer systems; working knowledge of the use of tools and equipment required in the construction and repair of a municipal water and sewer system; working knowledge of the operation of a water treatment plant; ability to read and record water consumption; ability to understand and carry out oral and written instructions;

MINIMUM QUALIFICATIONS: One (1) year of experience in the maintenance of a public or private water distribution system.

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NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full time experience requirements.

SPECIAL REQUIREMENTS:

- (A) Eligibility for an appropriate level NYS Driver's License at time of application. This license must be maintained throughout appointment.
- (B) Possession of a Grade C Water Treatment Operator's Certificate issued by the NYS Health Department at time of appointment.

Approved as non-competitive for Town of Paris by NYS CSC: 04/24/00

Adopted: 03/10/98

Revised: 05/03/11, 04/14/14