

Civil Division: Mohawk Valley Water Authority
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Revised: 12/19/13

WATER UTILITY PERSON I

DISTINGUISHING FEATURES OF THE CLASS: This position is located at the Mohawk Valley Water Authority, and is routine work involving responsibility for locating leaks and checking water pressures throughout the entire water system. Although a superior may not always be present, the work is performed under immediate supervision, in accordance with prescribed procedures and is checked by review of reports. Difficult or unusual problems are checked with the Water Utility Person III. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Checks mains, hydrants, valves and consumer services for leaks;
Operates leak detection equipment;
Changes water pressure and consumption charts and delivers them to office;
Checks water pressures and levels at various storage tanks and phones in reports;
Inspects pumps to see that they are working properly;
Flushes hydrants and dead end lines;
Opens and closes valves, and changes pressures at pumps and valves when necessary;
Keeps related records and submits activity reports;
Performs a variety of duties related to maintaining proper water pressure and locating leaks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, tools and equipment used in locating leaks in a municipal water system; good knowledge of the geography of the water system; working knowledge of the basic principles of hydraulics, as they relate to maintaining proper pressure and water levels in a municipal water system; ability to operate leak detection equipment; ability to understand and follow oral and written instructions; ability to keep routine records and prepare simple reports; dependability; accuracy; thoroughness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in the maintenance or operation of a municipal water system; **OR**
- (B) Three (3) years of experience, as outlined in (A) above; **OR**

NOTE: Verifiable part-time experience as outlined in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Possession of an appropriate level, valid New York State Driver's License at time of application. This license must be maintained throughout appointment.