

Jurisdiction: Mohawk Valley Water Authority  
Jurisdictional Class: Non-Competitive  
EEO Category: Service/Maintenance  
Revised: 01/30/2024

## **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** six (6) months of experience in the maintenance or operation of a municipal water system; **OR**
- (B) Two (2) years of experience in the maintenance or operation of a municipal water system.

**SPECIAL REQUIREMENTS:**

1. Possession of an appropriate level, valid New York State Driver's License at time of application. This license must be maintained throughout appointment.
2. Successful completion of a confined space entrant/attendant course within one (1) year of appointment. Refresher course must be completed on an annual basis throughout appointment.

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

Adopted: Unknown  
Revised: 06/30/1997, 12/19/2013, 05/11/2020, 01/30/2024

Title change from "Water Utility Person": 12/19/2013