

# Senior Water Maintenance Specialist Tompkins County

**Department:** Town of Ithaca

**Classification:** Competitive

**Approved:** 4/19

**By:** AG, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience in a public water utility.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **Special Requirements:**

An applicant must possess a "D" certification from the New York State health Department in water distribution system operations at the time of appointment, and must be maintained throughout the duration of employment.

An application must possess New York State Health Department approved Cross Connection/Backflow Tester Certification at the time of appointment and must be maintained throughout the duration of employment.

A valid driver's license acceptable to the Commission's insurance carrier is required at the time of and throughout the duration of employment.

The physical ability to lift and routinely handle weights up to 50 pounds is required. A physical performance test may be required during a medical examination but prior to appointment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a senior level laborer position responsible for the maintenance, repair and inspection of municipal valves and hydrants of the Southern Cayuga Lake Intermunicipal Water Commission. The incumbents are responsible for performing the safe and efficient maintenance of the Bolton Point Municipal Water System (BPMWS). The incumbent will work under the direct supervision of the Distribution Manager or designee, with moderate leeway allowed for independent judgment while in the field. It is expected that the work will be performed at an increasingly skillful and efficient level as set increments of time pass. The incumbent will perform other related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Follows preventive maintenance schedules;
- Inspects and maintains the BPMWS valves and hydrants;
- Performs maintenance on the BPMWS;
- Compiles maintenance reports and reports repair needs to Distribution staff;
- May read customer meters;
- May locate and mark water lines accurately to prevent accidental damage during excavation;
- Follows safety rules, general work habit regulations, and workplace expectations;
- Performs daily maintenance and care on vehicles and other equipment used;
- Performs maintenance of an inventory of equipment and supplies;
- Generates a record of all repairs made to the system;
- Assists in the collecting of daily, monthly, and annual data used to prepare reports detailing operation of the Distribution Department;
- Performs on-call duties as needed, responding to system emergencies after hours and weekends;
- Available for emergency response as an essential staff member;
- May be asked to respond to emergency situations, but is not considered an essential staff member;
- Performs activities to support the successful operation of the BPMWS.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the practices used and equipment required in the operation and maintenance of the BPMWS;
- Good knowledge of and the ability to operate electronic line locating, leak detection, and GPS equipment
- Good knowledge of the BPMWS distribution system;
- Good oral and written communication skills;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in a supervised atmosphere;
- Basic knowledge of water distribution systems;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Must possess a mechanical aptitude and be willing to acquire the knowledge and skills necessary to make repairs;
- Ability to operate computers for administrative and operational purposes;
- Must maintain a neat and presentable appearance;
- Must practice safe driving and work habits;
- Alert, observant, reliable and dependable;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position.

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