

MEO/Water/Sewer Maintenance Worker Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Non-competitive

Approved: Originally created 12/99

Revised: 12/01; 6/08; 2/17; 12/18; 1/19; 3/25

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the candidate must demonstrate:

One year of experience in the operation of automotive equipment such as dump trucks, snow plows and other similar automotive equipment.

SPECIAL REQUIREMENTS:

Possession of A New York State Class A or B license with Air Brakes Endorsements is required at the time of appointment and maintained continuously for the duration of employment.

Possession of a NYS Grade B, Grade C and/or Grade D Water System Operator Certifications as appropriate to the municipality in which appointed within one year of appointment. Maintenance of such license is required for the duration of employment.

Depending on the municipality, the employee may be required to possess or obtain within one year a 1, 1A, 2 or 2A Wastewater Treatment Plan Operator Certification as required by the NYS DEC. If required, maintenance of such license is required for the duration of employment.

Preference in appointment may be given to candidates who possess all special requirements at the time of application.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position performs a variety of water and sewer maintenance activities as well as the operation of automotive equipment.

The employee may be assigned manual work involving the safe and efficient operation of various types of motor equipment and the unskilled labor activities that go along with it. The work involves the operation of motor equipment that is not classified as heavy equipment. The employee may be required to operate heavy equipment on a relief or trainee basis as needed. The duties are performed under general supervision of the Town Highway Superintendent or Water and Sewer Systems Supervisor. Supervision may be exercised over the work of others on specific tasks as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

HIGHWAY DEPARTMENT DUTIES:

Operates a truck in connection with the removal of snow and refuse, and the transportation of stone, gravel and supplies;

Operates a tractor or truck with snow loaders, snow plow, bulldozer, or other attachments;

Operates other street construction equipment;

Performs preventative maintenance of department equipment;

Perform manual labor such as loading trucks, digging ditches, cutting trees and brush, flushing sewers, cleaning culverts, and raking blacktop and chipping wood.

WATER AND SEWER SYSTEM DUTIES:

The incumbent will monitor and maintain the water and sewer pumping stations, perform the necessary daily and weekly tests, perform flow monitoring, and answer alarms as required.

The incumbent will assist the Town Highway Superintendent or Water and Sewer Systems Supervisor with required documentation and reports related to the operation of the water and sewer systems.

The incumbent may supervise others as specific tasks require.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of tractors, trucks and other automotive equipment;

Good knowledge of the geography of the area;

Ability to understand and follow simple oral and written directions;

Mechanical aptitude;

Willingness to respond to emergencies and perform overtime work;

Willingness to work outside under adverse weather conditions;

Dependability;

Physical condition commensurate with the demands of the position;

Good knowledge of the operation and maintenance of a water treatment plant;

Good knowledge of the operation and maintenance of a sewage pumping station;

12/99

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