

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

By: AF, Commissioner of Personnel

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

Graduation from high school or possession of a high school equivalency diploma **AND** one year of experience in the operation of automotive equipment such as dump trucks, snow plows and other similar automotive equipment.

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

SPECIAL REQUIREMENTS:

The candidate must possess a New York State Class A or B commercial driver's license (with no Air Brakes restriction) at the time of appointment and maintain such license continuously for the duration of employment.

Possession of a NYS Grade C and/or Grade D Water System Operator Certification (as appropriate to the municipality to which appointed) is required within six months 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 a 1, 1A, 2 or 2A Wastewater Treatment Plant 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.

DISTINGUISHING FEATURES OF THE CLASS:

This is manual work primarily responsible for the safe and efficient operation of various types of motor equipment and the unskilled labor activities that go along with it. On a secondary basis, the employee will be required to perform a variety of water and sewer system maintenance activities. The work primarily 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 assist with the water and sewer department on an as needed basis. In the absence of the Water and Sewer Systems Supervisor, the incumbent will monitor and maintain the water and pumping stations, perform the necessary daily and weekly tests and answer alarms as required.
- 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.

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