

Distribution Operator Assistant Tompkins County

Department: SCLIWC and Town of Ulysses

Classification: Non-competitive for a single position each at Bolton Point and Town of Ulysses per the NYS CSC 09/13/2016. Competitive for all other locations.

Revised: 07/98; 04/14; 07/16; 11/16

By: AF, Commissioner of Personnel

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

Graduation from high school or possession of a high school equivalency diploma.

PROMOTIONAL QUALIFICATIONS:

In order to promote to the Distribution Operator title, no later than the final filing date announced applicants must currently hold, and have continuously held, at least two years of permanent non-competitive class status in the title of Distribution Operator Assistant. This requirement complies with Section 52-12 of the New York State Civil Service law. In addition, an open-competitive examination must be held in conjunction with this type of promotion examination.

SPECIAL REQUIREMENTS:

A valid driver's license acceptable to the Commission's insurance carrier is required at the time of appointment and must be maintained 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 after a medical examination but prior to appointment.

Must obtain a New York State Health Department "D" certification in Water Distribution System Operation within one year.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position responsible for customer service, water system maintenance and repair, inspections, code compliance evaluation, meter reading and record-keeping functions of the Southern Cayuga Lake Intermunicipal Water Commission, or a municipality, as it relates to the provision of water service. The incumbents are responsible for learning the safe and efficient operation and maintenance of the distribution component of the Bolton Point Municipal Water System (BPMWS) or a municipal distribution system. The incumbent will work under the direct supervision of the Distribution Manager, other supervisory personnel or his/her designee. 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:

- Locates and marks water lines accurately to prevent accidental damage during excavation;
- Reads customer meters during normal cycles or as required;
- Performs code compliance evaluations;
- Installs, tests, maintains, and retro-fits meters;
- Inspects and documents the installation of water and sewer laterals;
- Performs maintenance on BPMWS or another water distribution system;
- Follows safety rules, general work habit regulations, and workplace expectations;
- Performs daily maintenance and care on vehicles and other equipment used;
- Assists in the maintenance of an inventory of equipment and supplies;
- Assists in the collecting of daily, monthly, and annual data used to prepare reports detailing operation of the Distribution Department;
- Makes and meets schedules and prioritizes activities as determined by the circumstances;
- Follows preventative maintenance schedules;
- Generates a record of all repairs made to the system;

- Operates computers for administrative and operational purposes;
- Available for emergency response as an essential staff member;
- Performs all activities appropriate to the successful operation of the BPMWS or another water distribution system.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the practices used and equipment required in the operation and maintenance of the BPMWS;
- Working knowledge of and ability to operate electronic line locating equipment, leak detection and GPS equipment;
- Ability to follow a schedule and meet deadlines while performing in a supervised atmosphere;
- General knowledge of the BPMWS and the sewer collection systems;
- Must possess a mechanical aptitude or be willing to acquire the knowledge and skills necessary to make repairs;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Good oral and written communication skills;
- Ability to accurately create legible records;
- 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 and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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