



***Seneca County  
Personnel Department***

Tel: 315-539-1710  
Fax: 315-539-1658

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **WATER & SEWER MAINTAINER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Seneca County
- Town of Fayette
- Town of Junius
- Town of Seneca Falls
- Town of Varick
- Town of Waterloo

**PLEASE NOTE:** Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**MINIMUM QUALIFICATIONS:**

One year of plumbing experience, or in the maintenance and repair of public or private water and sewer systems.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Driver's License is required and must be maintained throughout employment.

**GENERAL STATEMENT OF DUTIES:**

Performs semi-skilled duties in the maintenance, repair and extension of municipal water and sewer distribution system; In smaller municipalities, duties may include clerical work relating to water and sewer districts. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving responsibility for performing semi-skilled plumbing installations in the extension, maintenance and repair of municipal water and sewer system. When assigned, an employee in this class may install, replace and read meters, inspect installations, and investigate complaints. The work is performed under immediate or general supervision depending upon the assignment. Supervision may be exercised over the work of laborers.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Makes curb taps on water and sewer mains for customer services;  
Reads, installs, removes and replaces water meters in the homes of consumers;  
Locates leaks, installs clamps and sleeves and makes other emergency repairs;  
Installs, repairs and resets hydrants, valves, mains, pumps and related water and sewer distribution equipment;  
Excavates for, lays and maintains water and sewer mains and lines;  
Chlorinates, plugs and flushes new water to insure that proper sanitary standards are met;  
Makes hydrant and line pressure and flow tests;  
May operate a truck, backhoe, bucket loader and compressor in a variety of maintenance and repair situations;  
Investigates complaints concerning blockages, low pressure and rusty water.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of common practices, principles, terminology and safety precautions used in the maintenance and extension of the municipal water and sewer system; good knowledge of the use of tools and equipment required in the construction and repair of municipal water and sewer systems; ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions; ability to understand and carry out oral and written directions; ability to get along well with others; willingness to report for emergencies, physical condition commensurate with the demands of the position.