

## UTILITY WORKER

Code No. 4-14-019

NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a semi-skilled position responsible for a variety of duties relating to water works. Employees travel extensively throughout Monroe County Water Authority services area to perform duties at a variety of locations including residential homes, commercial buildings, construction sites, basements and vaults. Employees may be required to climb ladders or stairs and enter confined or restricted spaces. Work involves moving heavy tools and equipment. The employee reports directly to, and works under the direct supervision of, a higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the operation, installation and repair of distribution system elements such as mains, service lines, hydrants, taps, valves, meter vaults and pits;

Assists skilled technicians and electricians with electrical and/or mechanical maintenance and repair under close supervision;

Maintains and cleans up job site;

Assists in making valve and curb box ties and preparing related sketches;

Assists in thawing frozen service lines;

Completes work reports which include short written description of work performed;

Operates and repairs valves, pumps, and other general process equipment at treatment plant;

Reviews daily work orders, develops job route for the day and reviews maps and other written instructions;

Assists in installing large commercial meters in vaults;

Reads, installs, and changes residential and commercial meters at customers' premises;

Reviews engineering documents or construction plan drawings and specifications in the operation, installation, and repair of distribution system elements such as main, service lines, hydrants, taps, valves, meter vaults and pits, backflow, etc.;

Performs all work in accordance with established departmental safety practices.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of basic mechanics; ability to follow oral instructions; ability to read and interpret maps and follow written directions; ability to read and record water meters; ability to use simple hand tools; ability to operate a service type vehicle in a safe and prudent manner; ability to review either simple applicable engineering documents or construction plan drawings and specifications; tact and courtesy in dealing with others; integrity; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

**ADOPTED:** February 26, 1981

**REVISED:** April 15, 1993

**REVISED:** March 6, 1997

**REVISED:** May 6, 1999

**REVISED:** April 4, 2002

**REVISED:** August 5, 2010