



**CITY OF WATERTOWN, NEW YORK
MUNICIPAL CIVIL SERVICE COMMISSION**

CITY HALL, ROOM 205
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7733
FAX (315) 785-7737

COMMISSION

CHARLES RUGGIERO JR., CHAIRPERSON
YVONNE REFF, COMMISSIONER
EDWIN THOMPSON, COMMISSIONER

AMIE MCINTYRE
EXECUTIVE SECRETARY

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

WATER MAINTENANCE MECHANIC

DATE POSTED: June 14, 2022
CLOSING DATE: July 1, 2022
HOURLY RATE: \$16.19 - \$20.20

Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/>

A complete job description is attached.

Amie L. McIntyre
Executive Secretary



Water Maintenance Mechanic

Job Specification
Classification: Non-competi
Series: Water Distribution
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the first level in the Water Distribution series that involves technical and manual work with responsibility for making semi-skilled plumbing installations in the extension, maintenance, and repair of the municipal water system. Employees may also be assigned other duties in the Water Department such as inspecting and maintaining hydrants and valves, performing routine groundskeeping and custodial tasks and minor maintenance to vehicles. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Makes taps on water mains for customer services lines and for installing, gate valves, and fire service lines;
- Lays and maintains water mains and service lines;
- Locates leaks, installs clamps and sleeves, and makes other emergency repairs;
- Investigates frozen water lines, low-pressure problems, dirty water, and makes repairs as needed;
- Installs, repairs, and resets and flushes hydrants, gate valves, meters, pumps, and related water distribution equipment;
- Operates mechanical equipment including air compressors, drills, jack hammers, compactors, target saws, and thawing machines;
- Digs trenches for service lines and water mains using backhoe;
- Maintains water mains and trunk lines and performs leak surveys using a variety of hand and power equipment;
- Maintains and cleans tools and equipment used in maintenance and repair work;
- Flushes and cleans reservoirs;
- Performs custodial and groundskeeping duties at Water Department facilities;
- Performs minor maintenance work on department vehicles;
- Responds at all times to emergency repair calls.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Common practices, principles, terminology, and safety precautions used in the maintenance and extension of a municipal water system;
- Use of tools and equipment required in the construction and repair of a municipal water system and assigned tasks;
- Basic maintenance and grounds keeping principles;
- Small equipment operation for snow removal, lawn care, and other specified tasks;
- Safe working practices.

Ability to:

- Perform heavy manual labor for extended periods, occasionally under adverse weather conditions; willingness to report for emergencies; ability to perform custodial duties and

minor maintenance on departmental vehicles; ability to understand and carry out oral and written instructions; physical condition commensurate with the demands of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Use applicable tools and equipment;
- Operate small hand and power tools and other related equipment;
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in plumbing work or in the maintenance of a public or private water distribution system.

DRIVER'S LICENSE REQUIREMENT: Must possess and maintain a valid NYS Driver's License appropriate for the vehicles to be operated. Must acquire a CDL A or B within 6 months of employment.

Classification history:

Adopted: 2/14/2011

Revised: 3/20/2012; 8/12/21