

## **WASTEWATER/WATER MAINTENANCE ASSISTANT**

**LOCATION:** Town of Owego  
**CLASSIFICATION:** NC  
**SALARY:** To be determined  
**ADOPTED:** 09/03/2024; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs repetitive manual tasks in the accomplishment of semi-skilled maintenance and repair work in a municipal water and wastewater distribution system and monitoring related apparatus. Work may involve assisting in the construction, maintenance and repair of water mains, wastewater mains, services, and hydrants. The work is performed under general supervision of a working supervisor, or other higher designation. Depending upon location, an incumbent may be required to be on call during "after hours" (i.e. nights, weekends, and holidays). Does related work as required.

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

- Assists in the maintenance, repair, and installation of water mains, wastewater mains, pumps, valves, hydrants, and related equipment;
- May read, replace and repair water consumption meters;
- Makes tap on water/wastewater mains and installs services for customers;
- Checks reservoir level and removes debris from head gates;
- Treats water as directed by supervisor;
- Performs various custodial and grounds keeping tasks to maintain water/wastewater plant buildings and grounds;
- Helps care for tools and equipment;
- May assist in the maintenance work at the water/wastewater treatment plant and at the reservoir;
- May operate a truck in connection with the duties;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of tools, materials, equipment and terminology used in water/wastewater distribution systems; some knowledge of the principles of hydraulics as they relate to water/wastewater distribution systems; skill in the repair of small parts and mechanisms; ability to understand and follow oral and written directions; mechanical aptitude; willingness to work after hours, to be on call, and to respond to emergency situations when needed; 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 year of full-time experience or its part-time equivalent in construction, plumbing or general labor work. Possession of a valid New York State CDL-B driver's license at the time of appointment (or able to obtain within 6 months of hire). License must be maintained continuously during employment.