

DISTRIBUTION OPERATOR TRAINEE

TOMPKINS COUNTY

Department: Bolton Point
Classification: Competitive
Labor Grade: _____
Approved: _____
Revised: 7/98
BY: _____

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position responsible for customer service, distribution maintenance and repair, inspections, code enforcement, meter reading and record-keeping functions of the Commission as it relates to the provision of water service. The incumbents are responsible for learning the safe and efficient operation and maintenance of the water distribution system. The incumbent will work under the direct supervision of the Distribution/Customer Service Manager, designated Leadperson, or a Distribution/Customer Service Representative. It is expected that the work will be performed at an increasingly skillful and efficient level of proficiency as set increments of time pass. Does all related work as required.

TYPICAL WORK ACTIVITIES:

Reads customer meters during normal cycles or as required;
Performs code enforcement and maintenance of distribution systems within the S.C.L.I.W.C.;
Installs, tests, maintains, and retro-fits meters and remotes;
Locates and marks water lines accurately to prevent their accidental excavation;
Inspects and documents the installation of water and sewer laterals;
Performs maintenance on S.C.L.I.W.C. and municipality-owned water distribution property;
Assists in the maintenance of an inventory of equipment and supplies;
Assists in the compilation of daily, monthly, and annual data used to prepare reports detailing operation of the Distribution/Customer Service Department;
Assists in the training of personnel in distribution/customer service operations;
Makes and meets schedules but must be able to prioritize as determined by the circumstances;
Follows a preventative maintenance schedule;
Assists in keeping a record of all repairs to the system;
Performs all activities appropriate to the successful operation of a water distribution system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn the practices used and equipment required in the operation and maintenance of the water distribution system;
Ability to learn about the operation of a modern water treatment plant;
Good oral and written communication skills;
Ability to accurately create legible records;
Ability to operate electronic line locating equipment;
Ability to meet deadlines while performing in a supervised atmosphere;
General knowledge of water distribution and sewer collection systems;
Must be customer service oriented with an ability to maintain interpersonal relationships;
Must possess a mechanical aptitude and be willing to acquire the knowledge and skills necessary to repair problems that are likely to occur;
Must maintain a neat, alert, self-aware and dependable appearance;
Performs duties in a cooperative, courteous and professional manner;
Safe driving habits are required;
Physical condition commensurate with the demands of the position.

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DISTRIBUTION OPERATOR TRAINEE (CONTINUED)

MINIMUM QUALIFICATIONS:

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

PROMOTION TO DISTRIBUTION OPERATOR:

The incumbent will be promoted to the Distribution Operator title without further examination after completion of a one-year traineeship and obtaining a New York State Health Department "D" certification in Water Distribution System Operation.

Special Requirements:

A valid New York State driver's license acceptable to the Commission's insurance carrier is required at the time of appointment.

The physical ability to lift and routinely handle weights in excess of 50 pounds is required. A performance test may be required after a medical examination but prior to appointment.

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