

WATER DISTRIBUTION AND MAINTENANCE OPERATOR

TOMPKINS COUNTY

Department: Town of Ulysses
Classification: Competitive PJC to NC
Labor Grade: _____
Approved: 3/22/2010
Revised: _____
By: AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

A Water Distribution and Maintenance Operator is responsible for the maintenance, operation, and construction of a town water distribution system serving 1000 or fewer people and purchases water. The primary responsibility is to ensure the continued distribution of potable water to the customers. This is a technical position involving responsibility for the safe and efficient operation and maintenance of the Town of Ulysses water distribution system, including application of chemicals to water, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorination. The incumbent performs or oversees the installation, maintenance, and repair of water mains, valves, and hydrants. General direction is received from the Ulysses Town Board, but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision may be exercised over the work of "backup" staff or contractors as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Responsible for the operation of the Ulysses water districts commencing at the Town line.
Performs daily checks at the pump house (Woolf Lane) to record meter reading and tank status.
Performs daily Chlorine Residual tests, at least one location (usually more), seven days per week, 365 Days per year.
Perform all additional tests as required by DOH.
Obtains annual copper and lead samples from 10 houses built prior to 1984.
Collects monthly Microbial samples as required by DOH.
Inspects all new line installations and meter hookups, including preparation of Corp. Stop maps.
Conducts backflow prevention surveys to ensure that DOH standards are met.
Performs quarterly meter readings.
Calculates total water usages for the Town of Ulysses and presents to the Town of Ithaca for billing.
Responsible for contractor registration and certification.
Ensures that the system is repaired, either by Ulysses staff or under the Intermunicipal Agreement with The Village of Trumansburg or the Town of Ithaca.
Maintain and record all DOH required records.
Maintain a Certified Water System Operator licenses, Type "C" and "D" in accordance with NYS Sanitary Code Subpart 5-4 .
Performs valve, corporation stop, and fire hydrant maintenance as required.
Provides UFPO locations as requested.
Is responsible for, or makes provision for, coverage 24 hours per day, 7 days per week, and 365 days per year.
Responds to other distribution related emergencies as directed by other agencies.
Notifies users of emergency procedures as necessary.
Service distribution related questions and provides permit application approval.
Maintains and operates the chlorination pumps at the tank.
Addresses user's questions or complaints.
Performs all other maintenance and operation as needed for the system to operate properly.
Generates quarterly reports, including problems, corrective action, expenditures, meter readings and billing summary.

CONTINUED ON THE NEXT PAGE

WATER DISTRIBUTION AND MAINTENANCE OPERATOR (CONTINUED)

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Town water distribution system;

Thorough knowledge regarding application of chemicals to the water such as chlorine, chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorination;

Good knowledge of the tools, equipment and terminology used in water distribution systems and in the construction and maintenance of those systems;

Good knowledge of the principles of hydraulics as related to Grade "C" and "D" water distribution system in accordance with NYS Sanitary code subpart 5-4;

Good knowledge of the principles of physics, chemistry and bacteriology;

Ability to read plans and draft sketches to interpret plans and specifications;

Ability to carry out directions;

Ability to plan and oversee the work of any contract activity or subordinates;

Must possess a mechanical aptitude;

Dependability and good physical condition are required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** satisfactory completion of an appropriate course of instruction approved by the Public Health Council **AND** not less than six (6) months satisfactory experience supervised by a NYS Sanitary code "C" certified individual **AND** one (1) year satisfactory experience supervised by a NYS Sanitary code "D" certified individual (experience may be combined for 1 year total); **OR**
- (b) Possession of current "C" and "D" certification and at least one year of "C" and "D" qualified Operator experience; **OR**
- (c) Any combination of education and experience greater than that specified in (a) or (b) above as defined by the New York State Sanitary Code (i.e., could have "A" or "B" Water Treatment Plant Operator certification along with "D" Distribution certification).

Note on qualifications: NYS Sanitary Code- classification and certification and non-transient, non-community water system operators; Sub Part 5-4, with statutory Authority: Public Water Law 225)

SPECIAL REQUIREMENT:

Must possess a valid NYS Drivers License at the time of appointment and maintain such license for the duration of employment.

Must maintain certification on an on-going basis by re-certifying through the Tompkins County Health Department (certifications are currently valid for three years).

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