

ENGINEERING AIDE - WATER AGENCY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs non-professional engineering work involved in the installation, maintenance, inspection and repair of water distribution, pumping and water treatment facilities, including water mains, service connections, valves, hydrants, and appurtenances. Employees in this class exercise independent judgment in carrying out assignments. Supervision may be exercised over the work of Water Maintenance Workers Grade II, Laborers, and contractors performing work for the water works. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Inspects work of contractors;

Interprets specifications and drawings related thereto;

Makes field decisions;

Takes measurements and prepares field notes and construction progress reports;

Assists in review of contractor's claims for payment;

Installs and repairs water mains, service connections;

Installs, flushes and repairs fire hydrants;

Reads, tests, cleans, and repairs water meters;

Investigates consumer complaints;

Installs tapping sleeves and valves and curb boxes and taps mains;

Operates automotive equipment and electrical instruments and other devices for locating leaks, pipes and valves;

Takes measurements and records location and pertinent information related thereto;

Operates and repairs water pumps;

Supervises laborers and Water Maintenance Workers and oversees contractors in the repair and maintenance of water mains;

Maintains, repairs and operates water treatment equipment as required;

Performs Code 53 mark outs;

EXAMPLES OF WORK: (Continued)

Assists in compiling map data;

Assists engineer and Distribution Superintendent in special projects as needed, such as fire flow test, service line flow test, gage calibration, rock exploration etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of the practices, tools, equipment and terminology used in the installation, maintenance and repair of water distribution systems; good knowledge of arithmetic; basic knowledge of elementary hydraulics; ability to understand and carry out oral and written instruction; ability to read and understand plans and specifications; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four years of work experience in construction inspection, or (b) four years of work experience in responsible charge (e.g., a supervisory position or other position having the responsibility for overseeing work) of the installation, maintenance and repair of water mains, water treatment, or pumping equipment.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Engineering Science, Construction Technology, Civil Engineering or closely related field may be substituted for up to two years of the required experience at the rate of 30 college credits* per year.

SPECIAL REQUIREMENTS:

- 1) Possession of a Grade "D" Community Water Systems Operator Certificate
- 2) Possession of a valid license to operate a motor vehicle in New York State.

It is the responsibility of the appointing authority to ensure that the candidate possesses a valid driver's license and maintains appropriate Grade D Community Water Systems Operator certification throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.