

## WATER MAINTENANCE FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Water Works Superintendent or similar position, the incumbent of this class supervises the installation, maintenance and repair of a water distribution system. This is a responsible supervisory position requiring the Water Maintenance Foreperson to oversee the installation and repair of water mains, valves, hydrants, and service pipes to consumer's premises. Employees in this class must be available for duty at all times. Detailed instructions are given to water maintenance personnel and the work is closely supervised. Supervision is exercised over Water Maintenance Workers and other labor personnel in the department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the installation, maintenance and repair of mains, valves, hydrants, reservoirs, and service pipes to consumer's premises;

Leads and directs the laying, maintaining and tapping of water mains;

Consults with the Water Works Superintendent or other supervisor on technical problems;

Supervises the operation and repair of chlorine and ammonia equipment at reservoirs;

Reads and prepares plans or sketches of water systems and changes therein;

Requisitions materials and keeps inventory of material for hydrants, valves, meters, and water mains;

Responds at all times to emergency repair jobs;

Maintains all water recording and measuring instruments;

Keeps jobs records of time and materials;

May be assigned to read meters, as required;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of practices, tools, equipment, and terminology used in the installation, maintenance, and repair of water distribution systems; ability to read and draft plans or sketches; ability to lay out and plan work for others; ability to secure cooperation from subordinates; ability to follow oral and written directions; ability to operate automotive equipment; ability to read, write, speak understand and communicate sufficiently in English to perform the essential duties of the position; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a high school or trade school or possession of a high school equivalency diploma and either: (a) three (3) years of experience where the primary function of the position was as a plumber or in a water maintenance related field; or (b) three (3) years of experience where the primary function of the position was the operation, maintenance or repair of mechanical equipment related to water distribution (such as pumps, valves, pipes, hydrants, etc.).

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of a valid license to operate a motor vehicle in New York State;
- 2) Possession of an appropriate NYS Department of Health certificate where duties involve water treatment plant operation.

Towns, Villages,  
Cities of Peekskill and Rye  
Special Districts  
J.C.: Competitive

Job Class Code: 0610

(Formerly known as Water Maintenance Foreman)