

# **WATER/WASTEWATER MAINTENANCE APPRENTICE**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is an apprentice position for semi-skilled work involving the installation, maintenance, and repair of a municipal water distribution system and/or wastewater collection system. The incumbent serves as a helper to a Water/Wastewater Maintenance Person and/or Water/Wastewater Maintenance Supervisor. The work may involve the operation of a truck, automobile, or other automotive equipment. Detailed instructions are received and work is performed under immediate supervision, depending on the nature of the task. Work is performed in the office and in the field. Supervision of others is not a responsibility of this class. A Water/Wastewater Maintenance Apprentice does related work as assigned.

**TYPICAL WORK ACTIVITIES:**

Learns to install, maintain and repair underground water and wastewater mains and other associated systems components including hydrants, valves and pumps;  
Learns to operate, maintain, and repair wastewater collection system infrastructure, such as lift stations, pumps, motors, valves, manholes, generators, and other equipment;  
May learn to repair and maintain other water and wastewater mechanical and electrical equipment;  
Learns to make taps on water and wastewater mains;  
Learns to install, test and repair back-flow prevention devices;  
Learns how to pressure test and chlorinate water mains;  
Learns how to flush hydrants and operate bleeders;  
Learns to operate motor and other equipment related to the installation, maintenance and repair of water distribution and wastewater collection systems including back hoes, mini excavator, trucks, vacuum truck, air compressors, drills and lathes, sewer cameras, power tools, and locating devices;  
Learns how to clean and repair storm sewers;  
Assists with traffic control to ensure the safety of workers and the public;  
Assists with maintaining buildings and grounds at the wastewater plant and pumping station;  
Assists with maintaining grounds around water supply tanks and hydrants by removing snow, cutting grass, and painting hydrants;  
Performs other manual labor related to water and wastewater systems maintenance and repair;  
Learns to read and record meter readings;  
Learns how to provide backup for laboratory work;  
Learns to maintain records regarding work performed, including computerized records; and  
Performs other related duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the common practices, tools terminology and safety precautions associated with the installation, maintenance, repair and replacement of municipal water distribution and wastewater collection systems; knowledge of ordinances related to water transmission and wastewater collection; basic computer skills for record-keeping purposes; ability to get along with others; ability to learn how to perform semi-skilled and other

tasks related to water transmission/distribution and wastewater collection systems; ability to safely and effectively use tools and operate equipment related to water and wastewater systems maintenance and repair; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to lift and carry 50 pounds; ability to perform heavy labor in a variety of environments, temperatures, and weather conditions; ability to work in confined spaces; dependability; mechanical aptitude; physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:** Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

| <b>Qualification Option #</b> | <b>1</b>                                                                                                              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Training/Education</b>     | <input type="checkbox"/> Graduation from high school diploma or a high school equivalency diploma.                    |
| <b>General experience</b>     | <input type="checkbox"/> None required                                                                                |
| <b>Supervisory experience</b> | <input type="checkbox"/> N.A.                                                                                         |
| <b>License/Certification</b>  | <input type="checkbox"/> Possession of a valid New York State driver's license, appropriate to the vehicles operated. |
| <b>Other requirements</b>     | <input type="checkbox"/> See Special Qualifications below.                                                            |

**SPECIAL QUALIFICATIONS:**

- 1.) Must be able to lift and carry a minimum of 50 pounds.
- 2.) An appropriate driver's license must be maintained throughout employment.
- 3.) A driving record evidencing safe and responsible vehicle operation is required.
- 4.) Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

**NOTE:** The appointing authority is responsible for verifying the appointee's special qualifications, driving record, and licensure at appointment and throughout employment.

Water/Wastewater Maintenance Apprentice – PJC in Livingston County Water and Sewer Authority and Village service

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