

Jurisdictional Class: Competitive; Non-Competitive in Villages
Adopted: August 9, 1983
Revised: June 25, 2010

PUBLIC WORKS MAINTENANCE PERSON

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the efficient performance of semi-skilled work in the jurisdiction of a village public works unit. The work includes a variety of activities involving the maintenance, repair, and care of streets, sidewalks, sanitary sewers, water distribution lines, and related public work functions. The work requires physical endurance and willingness to work outdoors, occasionally under adverse weather conditions. The work is performed under general supervision with some leeway allowed for carrying out details of the work. Supervision may occasionally be exercised over the work of laborers and seasonal and part-time workers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in the construction, extension, repair, and maintenance of streets and sidewalks including filling potholes and patching cuts with blacktop;
- Participates in the excavation, installation, cleaning, maintenance, repair, and extension of storm and sanitary sewers and water distribution lines, storm drains, culvert pipes, and electric conduit;
- Participates in the cleaning, repair, and replacement of catch basins, sanitary manholes, wet wells, hydrants, curb and gate boxes and valves, sidewalks, and curbing;
- Participates in replacing or installing underground wire and transformer boxes;
- Participates in the collection and disposal of garbage and trash;
- May operate and maintain a water or wastewater treatment plant;
- Operates and maintains equipment associated with the maintenance, repair, operation, or replacement of water and wastewater systems as well as equipment used in street and sidewalk maintenance such as small machinery, chainsaws, cutoff saws, road cutting saws, air compressor, pavement breaker, or jackhammer;
- Acts as "groundsperson" for electrical repairs when using bucket truck, when replacing transformers or house services;
- Occasionally reads, removes, and resets water meters in the homes of consumers;
- Records reading of meters, gauges, and scales;
- Makes necessary test for control of plant operations;
- Keeps a log of plant operations and related records;
- Operates automotive equipment in the performance of duties;
- Plows snow, helps to remove snow, sands icy streets and all public areas, and may act as a wing person, operates skidsteers, front-end loader, and dump trucks;
- Performs minor building maintenance functions such as painting, carpentry repairs, or rough carpentry work such as building forms, electrical and plumbing repairs, and assists in cleaning of buildings, equipment, and grounds;
- Assists in the operation of high pressure equipment;
- Inspects hydrants for possible defects, reports findings and assists in repairs;
- Supervises and participates in the maintenance and care of parks and playgrounds.

Public Works Maintenance Person

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, and equipment used in the construction and maintenance of streets, sidewalks, storm sewers, water distribution lines, and related public works activities;
Good knowledge of the practices used and the equipment required in the operation and maintenance of a water or wastewater treatment plant;
Skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment;
Ability to read plans and blueprints;
Ability to read and understand recorded data from gauges, scales, and meters;
Ability to make routine laboratory and field tests for control of plant operations;
Ability to operate hand and power tools;
Ability to understand and carry out oral and written instructions;
Mechanical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (a) Two (2) years of experience in public works activities; or
- (b) An equivalent combination of training and experience.

SPECIAL REQUIREMENT: Possession of an appropriate New York State Driver's License at time of appointment.

NOTE: When assigned to operate a water or wastewater treatment plant, the incumbent must possess the appropriate certificate required by the New York State Sanitary Code.