



**840 Main Street  
Peekskill, New York 10566**

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**VACANCY FOR WATER & SEWER MAINTENANCE WORKER GRADE II**

**Posting Date: July 6, 2018**

**Application Deadline: July 17, 2018**

**Salary: \$73, 654  
\$72,516 (FOR NEW EMPLOYEES FOR A PERIOD OF 12 MONTHS)**

The City of Peekskill is seeking a full-time Water & Sewer Maintenance Worker Grade II. This position reads water meters, replaces defective meters, identifies leaks within service line and homeowner plumbing fixtures, turns on and off water services, cleans mains and flushes the water system, responds to public inquiries regarding water bills and performs meter rechecks on water accounts based on the City's software program. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must have taken and passed the Civil Service Examination for this competitive title. In addition, only reachable candidates from the resulting eligible list will be considered for appointment.

Please submit application to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([HumanResources@cityofpeekskill.com](mailto:HumanResources@cityofpeekskill.com)). Employment Applications can be obtained from the Human Resources Office or the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.



<b>CITY OF PEEKSKILL JOB DESCRIPTION</b>
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<i>Job Title:</i>	<b>Water &amp; Sewer Maintenance</b>	<i>Department:</i>	<b>Water &amp; Sewer Department</b>
<i>Position Number:</i>	<b>Worker Grade II</b>	<i>Department Number:</i>	
<i>Reports to:</i>	<b>Designated Water Distribution Supervisor</b>	<i>Civil Service Classification:</i>	<b>Competitive</b>
<i>Prepared by:</i>	<b>City of Peekskill Department of Human Resources</b>	<i>Employment Status:</i>	<b>Full-Time</b>
		<i>FLSA Status:</i>	<b>Non-Exempt</b>

**JOB SUMMARY**

Under direct supervision, an incumbent of this class performs routine maintenance and repair work on water mains, sewer lines, service connections, storm sewers, and pumping stations in connection with the maintenance and repair of a water and sewer system. The incumbent may oversee the work of a small number of Laborers. Does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Participates in the work of crews engaged in the installation, maintenance and repair of water mains and sewer pipe repairs, service lines, valves, hydrants, meters and sewage pumps.
- Reads water meters; Replaces defective meters; identify leaks within service line and homeowner plumbing fixtures; turns on and off water services; cleans mains and flushes the water system; responds to public inquiries regarding water bills; interacts with water billing clerk and performs meter rechecks on water accounts based on software program.
- Investigates illegal tampering of water meters; Investigates complaints of too high meter readings, insufficient water or low pressure. Investigates water and sewer complaints from City residents may perform public outreach on service interruptions. May prepare daily reports of meter readings or water consumption based on meter program.
- Performs required labor involved in construction and maintenance of projects as part of a crew; including: pavement cutting, digs and backfills trenches; lays pipe and drills and taps water mains; locates and marks out service lines, water mains, manholes, rakes bar screens and rag baskets. Sets up traffic control in accordance with safety standards; flags and directs traffic.
- Assists in the repair of sewer lift stations and water pumping stations; use of a jet rudder or mechanical rodding equipment; pulls and investigates sewage pump failures, repairs and tests motors. Maintains records of work performed using computer programs.
- Operates light and medium sized construction and power equipment such as jack hammer, air compressor, cut off saw, tapping machine, valve exercise equipment, rudders, pipe cutting tools, various hand power tools; operates leak detection equipment and pipe locating equipment. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools prior to and after use.
- Performs, outdoor grounds maintenance duties using hand tools, vibrators and other powered equipment such as mowers, power washers, chainsaws, weed whackers and vehicle cleaning supplies.
- Turns on and off water services; cleans mains and flushes the water system; investigates water and sewer complaints from City residents may perform public outreach on service interruptions.
- Performs interior and exterior custodial work at treatment plant, pumping stations and storage tank locations, including removal of snow and ice using shovels, snow blowers and plows during winter months.
- Responds to emergency situations of: main leaks; sewer backups; overflowing manholes; pump station alarms.
- Collect and/or deliver samples per regulatory agencies.
- Unloads trucks; stocks and records water and sewer maintenance inventory on shelves.
- May participate in training and guiding lesser skilled workers in the proper performance of duties.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Working knowledge of the practices, tools, equipment and terminology used in the maintenance, repair and installation of water lines, sewer lines and appurtenances; working knowledge of the operation, maintenance and repair of pumps, motors and other auxiliary equipment as they relate to water distribution and storm sewer systems; ability to read, understand and record data

from gauges, scales and meters; ability to understand and carry out written and oral instructions; ability to withstand heavy labor for extended periods; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; dependability; reliability, physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS** (As Adopted by Westchester County Department of Human Resources)

Completion of eighth-grade education and either: (a) one year of experience as a plumber's helper; (b) one year of work experience in the operation, maintenance, or repair of mechanical equipment; (c) one year of work experience in the construction field; or (d) one year of experience as a laborer or water meter reader in a municipal water and sewer department.

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:** Possession of a valid license to operate a motor vehicle in New York State.

**PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The physical requirements of this position require sufficient physical ability to work in a field setting and operate assigned equipment; continuous walking, balancing, bending, stooping, kneeling, crouching, lifting of objects weighing up to 10 lbs. from below waist level to above shoulder level and transporting for distances up to 100 yards, fine finger dexterity to operate tools and controls, firm grasp to lift and carry objects; frequent sitting, standing, reaching, twisting at waist, upward and downward movement and side-to-side turning of neck, lifting of objects weighing 11-25 lbs. from below waist level to above shoulder level and transporting up to 100 yards; occasional climbing, pushing/pulling, lifting of objects weighing from 26-50 lbs. from below waist level to above shoulder level and transporting for distances up to 10 yards; infrequent crawling, lifting of objects weighing from 51-100 lbs. below and at waist level, with assistance, and transporting for distances up to 10 feet with assistance.

**ENVIRONMENTAL CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work schedule includes day, evening, midnight, weekend, and holiday shifts; subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations.

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.