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PLEASE POST CONSPICUOUSLY

December 22, 2010

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Water Maintenance Foreman – (PROMOTIONAL)
Department of Water Supply
Restoration Crew

The **Department of Water and Water Supply – Restoration Crew** has one vacancy for the position of **Water Maintenance Foreman**, at a rate of **\$44,064/year @ 40 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This is a Non-competitive class Civil Service position.

Anyone who is interested in applying for this job should hand deliver application to Annette Gaspari, Confidential Assistant to the Commissioner, Albany Water Department, 35 Erie Boulevard, Albany, New York 12204 to be received no later than **Thursday, December 30, 2010.**

PLEASE POST FOR 8 (EIGHT) BUSINESS DAYS UNTIL
THURSDAY, DECEMBER 30, 2010

An Equal Opportunity/Affirmative Action Employer

WATER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class supervises and participates in the installation, maintenance and repair of water distribution systems, fixtures and equipment. This position involves responsibility for supervising and coordinating the work of various crews engaged in the installation, maintenance and repair of water mains, water services, hydrants, valves and other water system fixtures. The work is performed under direct supervision of the Water Maintenance Supervisor with some leeway over Equipment Operators I and II, Laborers and Water Maintenance Repair Workers. Employees in this class must be available at all times for emergency repairs to the water distribution system as well as daily participation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and helps coordinate the work of moderately-sized work crews engaged in the installation, maintenance and repair of water mains, water services, hydrants, valves and other system fixtures;
- Coordinates the activities assigned to the various crews;
- Tours work areas in order to check work both in progress and completed for conformance to Water Department standards;
- Supervises and participates in the caulking, installation, replacement and repair of mains, valves, hydrants and pipes;
- Supervises and performs the tapping of mains for the extension of consumer water fixtures;
- Reports on progress made by the various crews and takes steps to see that production standards are met and difficulties resolved;
- Investigates complaints pertaining to water stoppages or breaks in mains;
- Files daily reports pertaining to work projects, completion and time on job;
- Enters and retrieves information in an automated information system;
- Responds to emergency calls at any time, day or night;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the installation, repair and maintenance of water distribution fixtures and equipment;
- Good knowledge of the methods, tools, materials, equipment and terminology used in a water distribution system;

- Good knowledge of the component structures and fixtures of a water distribution system;
- Good knowledge of the hazards and safety precautions involved in the work;
- Good knowledge of personal computers and office equipment;
- Skill in the care and use of hand and air driven tools used in the work;
- Ability to supervise and coordinate the work of others;
- Ability to understand and follow moderately complex oral and written directions;
- Ability to prepare a variety of reports;
- Willingness to perform physical labor and work outdoors in all types of weather conditions;
- Good judgment;
- Reliability;
- Mental alertness;
- Manual dexterity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of satisfactory, full-time paid experience in the installation, maintenance and repair of a water distribution system, one (1) year of which shall have included supervising a crew engaged in such activities.

SPECIAL NOTE:

Eligibility for the appropriate class license issued by the New York State Motor Vehicle Department.

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 4/16/80
9/17/80
9/01
3/29/06