CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

PLEASE POST CONSPICUOUSLY

February 11, 2015

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Water Maintenance Repair Worker
Department of Water & Water Supply

The Department of Water & Water Supply has a vacancy for the position of **Water Maintenance Repair Worker** at a rate of **$18.72/hour @ 40 hours/week.** The schedule for this position is as follows:

Monday - Friday: 7:30 a.m. – 3:30 p.m.

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 submit a resume AND application to City of Albany, Office of Human Resources, City Hall, Room 301, Albany, New York 12207 to be received in the office no later than 5:00 p.m. on **Thursday, February 26, 2015**.

***** APPLICANTS WHO ARE CURRENT MEMBERS OF THE ALBANY BLUE COLLAR WORKERS UNION LOCAL 1961 AND AFSCME NY COUNCIL 66 WILL BE GIVEN FIRST PREFERENCE.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL

THURSDAY, FEBRUARY 26, 2015

An Equal Opportunity/Affirmative Action Employer

WATER MAINTENANCE REPAIR WORKER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs and is responsible for semi-skilled manual labor in the repair, installation and maintenance of water distribution fixtures including the manual repair, installation and maintenance of water mains, water services, valves, hydrants and other water distribution system fixtures. Work often involves the performance of moderately vigorous physical outdoor activities, sometimes under adverse weather conditions. Work is performed under the general supervision of Water Maintenance Foreman or Supervisor who reviews work, both in process and upon completion, by observation and periodic spot checks and who is available for assistance when new, unusual or difficult situations are encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Repairs smaller water mains and pipes by either caulking the leak with hot lead or oakum or by putting a metal sleeve around the leak;
- Installs taps in water mains to run water lines from street mains to buildings using tap installation equipment;
- Installs and repairs smaller water valves on water mains, both under or without pressure, using hand tools;
- Tests the pressure of water mains and services;
- Installs, maintains and repairs fire hydrants using hand tools;
- Installs, maintains and repairs other water distribution system fixtures;
- Shuts off water services when needed so repairs can be made;
- Operates air driven tools such as a pneumatic drill to break hard ground surfaces;
- Digs and backfills dirt in the work area;
- Inspects water distribution fixtures, checks water pressure and condition of fixture and takes appropriate action;
- Fills out daily work record sheets pertaining to work performed, time spent on job, and material used;
- May supervise a small work crew consisting of Equipment Operators and Laborers during the above operations;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

- Working knowledge of the hazards and safety precautions involved in the work;
- Working knowledge of the component structures and fixtures of a water distribution system;
- Skill in the care and use of hand and air driven tools used in the work;
- Ability to supervise the work of others;
- Ability to work well with others;
- Ability to follow oral and written directions;
- Ability to prepare simple records;
- Willingness to perform moderately difficult physical labor outdoors in all types of weather and under all conditions;
- Good judgment;
- Mechanical aptitude;
- Manual dexterity;
- Reliability;
- Mental alertness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of satisfactory, full-time paid experience in the installation, maintenance and repair of water distribution system fixtures or in one or more of the mechanical or construction trades.

SPECIAL NOTE:

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
9/21/83
3/21/90
1/94
2/27/02
2/25/15