

## **WATER DISTRIBUTION OPERATOR TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position in which the incumbent learns the duties and routines for performing semi-skilled work in the maintenance and repair of a municipal water distribution system. The work is performed under the general supervision of a higher level employee. Employees are required to complete the training and experience requirements from the New York State Department of Health, Bureau of Public Water Supply Protection for a certificate appropriate to the system and will be advanced to the operator level without further examination upon satisfactory completion of the certificate requirements. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs study and reading assignments, and observes demonstrations, while learning the techniques of the operation and maintenance of a water distribution system;

Learns to install, maintain and repair underground water mains and other associated components including hydrants, water mains, water service lines, valves and pumps;

Learns to operate motor and other equipment related to the installation, maintenance and repair of water distribution systems including back hoes, trucks, drills, and locating devices;

Learns to test for and repair leaks in mains and services;

Learns to read meters and record data;

Learns to flush hydrants and operate bleeders;

Learns to install and repair hydrants and meters;

Learns to initiate and terminate water service as appropriate;

Learns to respond to customers inquires and complaints regarding water service;

Performs custodial duties in connection with the maintenance and repair of the distribution system's buildings and grounds, vehicles and equipment;

Performs duties of increasing responsibility as assigned in the maintenance and repair of the water distribution system.

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

Working knowledge of simple arithmetic calculations;  
Ability to learn the principles and procedures of the maintenance and repair of a water distribution system;  
Ability to develop skill in the operation and maintenance of tools and equipment used in the installation, repair and maintenance of a water distribution system;  
Ability to develop skill in the installation, maintenance and repair of underground water mains and other associated components including hydrants, water mains, water service lines, valves and pumps;  
Ability to learn to read, understand and record data from meters;  
Ability to understand and carry out verbal and written instructions;  
Ability to get along well with others;  
Mechanical aptitude;  
Good judgment;  
Dependability;  
Alertness.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a general equivalency diploma.

NOTE: Employees in this position may be required to work/be on call evenings and weekends.