



CIVIL DIVISION
CLASS SPECIFICATION

Water System Operator

DATE ADOPTED: 01/17/1990

LAST REVISION: 10/22/25

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position in a municipal water department. The incumbent is responsible for the daily operation of a water treatment plant, and oversees general maintenance and routine repairs to the water distribution system. General supervision is received from a duly charged municipal board or administrator. Supervision may be exercised over subordinate treatment plant operators or distribution system maintenance personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates pumps, valves, motors, and related machinery and equipment;
2. Performs maintenance and repairs on machinery and equipment;
3. Monitors and records readings of meters, gauges and scales;
4. Regulates and adjusts chlorinators;
5. Takes periodic samples of water for testing;
6. Maintains a log of plant operations and related records;
7. Participates in the maintenance and repair of the distribution system, including valves, lines, meters, curb stops and hydrants;
8. Monitors distribution system, storage tanks and wells;
9. Assists in the reading of water meters including the rechecking of unusual readings;
10. Responds to customer complaints and checks for leaks;
11. Schedules and coordinates major line repairs and the flushing of hydrants;
12. Trains personnel in treatment plant operation and distribution system repairs and maintenance;
13. May perform custodial duties to maintain water department buildings and grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the practices used and equipment required in the operation and maintenance of a water treatment plant with facilities for the application of chemicals to the water; good knowledge of the principles, practices and tools used in the maintenance and repair of a municipal water distribution system; working knowledge of the principles and application of physics, chemistry and bacteriology as they relate to water purification; ability to read and draft plans and sketches; ability to plan the work activities of others; ability to follow complex oral and written instructions; ability to operate, inspect and repair pumps, motors, valves and related equipment; ability to make routine laboratory and field tests for control or plant operation; mechanical aptitude; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of overall operating experience in a water treatment plant.



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Page 2 of 2

SPECIAL REQUIREMENT:

At time of application and to maintain position, candidate must possess:

1. A valid license to operate a motor vehicle in the State of New York; and
2. The appropriate water license prescribed under the provisions of the New York Sanitary Code.

Candidates may be required to possess a Class D Water Distribution License at time of application and to maintain position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 1/17/90 4/3/92 10/22/25