

WASTEWATER AUTHORITY HELPER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work consisting of reading water meters and recording meter readings. Incumbents in this position will also be required to collect water samples and perform routine maintenance activities.

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 that could reasonably be expected to be performed by an employee in this title.

1. Reads and records readings of water meters;
2. Takes samples of tap water for testing, completes related form;
3. Performs minor maintenance duties;
4. Paints hydrants, if needed;
5. Participates in snow and ice control activities;
6. Operates a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to read simple settings of meters;
Ability to follow simple oral and written directions;
Ability to record simple figures accurately and to submit legible written records;
Willingness to work under all weather conditions; sobriety; physical endurance;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment and to maintain position.