

Jurisdiction: Mohawk Valley Water Authority  
Jurisdictional Class: Non-Competitive  
EEO Category: Service/Maintenance  
Revised: 01/14/2025

## **WATER UTILITY PERSON I**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is located at the Mohawk Valley Water Authority and involves routine work focused on locating leaks and checking water pressures throughout the entire water system. While a superior may not always be present, the work is performed under immediate supervision in accordance with prescribed procedures and is reviewed through reports. Difficult or unusual problems are referred to a higher-level Water Utility Person. Supervision is not typically a responsibility of this role. The incumbent performs related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Checks mains, hydrants, valves and consumer services for leaks;  
Operates leak detection equipment;  
Changes water pressure and consumption charts and delivers them to office;  
Checks water pressures and levels at various storage tanks and phones in reports;  
Inspects pumps to see that they are working properly;  
Flushes hydrants and dead end lines;  
Opens and closes valves, and changes pressures at pumps and valves when necessary;  
Keeps related records and submits activity reports;  
Performs a variety of duties related to maintaining proper water pressure and locating leaks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the methods, tools and equipment used in locating leaks in a municipal water system; good knowledge of the geography of the water system; working knowledge of the basic principles of hydraulics, as they relate to maintaining proper pressure and water levels in a municipal water system; ability to operate leak detection equipment; ability to understand and follow oral and written instructions; ability to keep routine records and prepare simple reports; dependability; accuracy; thoroughness.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** one (1) of experience in the maintenance or operation of a municipal water system.

### **SPECIAL REQUIREMENTS:**

1. Possession of an appropriate level, valid New York State Driver's License at time of application. This license must be maintained throughout appointment.
2. Successful completion of a confined space entrant/attendant course within one (1) year of appointment. Refresher course must be completed on an annual basis throughout appointment.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: Unknown  
Revised: 06/30/1997, 12/19/2013, 05/11/2020, 01/30/2024, 12/23/2024, 01/14/2025

Title changed from "Water Utility Person": 12/19/2013