

**TOWN OF JERUSALEM  
POSITION OPENING**

**WATER SYSTEM OPERATOR/WASTEWATER MAINTAINER (PROVISIONAL FULL-TIME):** Town of Jerusalem seeks qualified applicants for this position. Minimum qualifications: Graduation from high school or possession of a high school equivalency diploma and either: (a) Two (2) years of experience in a semi-skilled profession; or (b) Two (2) years of experience in water distribution or wastewater collection.

\*Satisfactory completion of semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for work experience as follows: Thirty (30) credit hours is equivalent to one (1) year of experience; sixty (60) credit hours is equivalent to two (2) years of experience.

In addition, applicant must possess a valid New York State driver's license, have some computer knowledge and complete NYS DOH C & D certification within one year of appointment. Position requires weekend on call availability and preference will be given to Town of Jerusalem residents. Salary \$23.00/hour or commensurate upon experience with Medical and Dental benefits. Applications are available and must be submitted to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527, online at <https://mycivilservice.yatescountyny.gov/> or call (315)536-5112 for further information.

Deadline for applying is June 16, 2025



## **WATER SYSTEM OPERATORS/ WASTEWATER MAINTAINERS**

Jurisdiction Class:	Competitive
Civil Division:	Jerusalem
Adopted by PO:	11/02/2017
Revised by PO:	01/27/2023
Revised by HR:	06/06/2025

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing semi-skilled, manual work involving the maintenance performance of installation tasks on water mains, hydrants and meters. Complex work is performed under the immediate supervision of the Town Supervisor while routine tasks may be performed under general supervision and inspected upon completion. Does related work as required.

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

Monitors for system chlorine residual;  
Monitors water storage quantities;  
Monitors sewage flow in the collection system;  
Maintains the Emergency Management Plan;  
Maintains records and maps for the water system;  
Maintains, repairs and operates water distribution and treatment equipment as required;  
Maintains and repairs sewer mains and manholes;  
Collects monthly bacteria samples;  
Collects water samples as directed by the Health Department;  
Locates water lines as requested by Underground Facilities Protection Organization;  
Periodically flushes lines to maintain water quality;  
Inspects system connections;  
Locates water and sewer lines;  
May operate a truck or other in connection with the above work;  
Operates, repairs and maintains sewer lift station pumps;  
Responds at all times to emergency repair calls;  
Processes monthly reports;  
Performs meter readings;  
Performs repairs and rebuilds pressure reducing valves;  
Performs custodial duties in connection with maintenance of buildings and grounds;  
Performs other duties as assigned.

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

Good knowledge of the common practices, tools, principles, terminology and safety precautions used in the maintenance of a water treatment and distribution system including a municipal sewage collection system;  
Ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions;  
Ability to operate a variety of motor equipment;  
Ability to read and interpret blueprints, maps and plans for design and installation purposes;  
Ability to understand and carry out oral and written instructions;  
Physical condition commensurate with the demands of the position.  
Willingness to respond to emergency situations and perform overtime work;  
Mechanical aptitude;  
Dependability;

### **MINIMUM QUALIFICATIONS:**

- Graduation from high school or possession of a high school equivalency diploma; AND
- Two years of experience in a semi-skilled profession; OR
- Two years of experience in water distribution or wastewater collection system; AND
- Eligibility for NYS C&D certification issued by the NYS Department of Health within one year of appointment.

**NOTE:** Satisfactory completion of semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for work experience as follows:

Thirty (30) credit hours is equivalent to one (1) year of experience; sixty (60) credit hours is equivalent to two (2) years of experience.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.