



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## EXAMINATION ANNOUNCEMENT WATER & SEWER MAINTENANCE SUPERVISOR #71207010

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR WATER & SEWER MAINTENANCE SUPERVISOR (EXAM #71207010)			
<b>Type of Appointment:</b>	Permanent	<b>Location:</b>	Applicable Municipalities in Yates County
<b>Position Status:</b>	Varies based on location		
<b>Classification:</b>	Competitive		
<b>Vacancies:</b>	The resulting eligible list will be used to fill current and future vacancies which may occur.	<b>Exam Date:</b>	November 1, 2025
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	August 13, 2025	<b>Application Deadline:</b>	October 1, 2025

### SCOPE OF EXAMINATION

**Water distribution systems and fire hydrants:**

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, testing, repair, and operation of waterlines, fire hydrants, and related appurtenances, including trenching and safety practices.

**Pumps, motors, and valves:**

These questions test for knowledge of the operation, repair, and preventive maintenance of the typical pumps, motors, and valves used in water and sewer systems and pump stations.

**Sanitary and storm sewer systems:**

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, maintenance, repair, and cleaning of sewer and storm drainage lines, catch basins, and related appurtenances.

**Understanding and interpreting technical information and construction and site plans:**

These questions test for the ability to read, analyze, and perform computations based on written technical presentations and technical drawings related to water and/or sewer line systems. All the information needed to answer the questions will be presented in the written material and/or drawings.

**Supervision:**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**Calculator:** Recommended

**Test guide:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

### WATER & SEWER MAINTENANCE SUPERVISOR - JOB DESCRIPTION

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for supervising the operation, maintenance and repair of the municipal water and sewer systems. An employee in this class is also responsible for supervising the construction of new sewers and water mains and for the installation of service connections and meters. The work is performed under the direct supervision of a higher-level supervisor with leeway allowed for the exercise of judgement in carry out the technical details of the job. General supervision is exercised over the work of subordinate personnel engaged in water and sewer maintenance and meter repair work. Does related work as required.

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

Supervises the maintenance and repair of the existing sewer system and water distribution system consisting of sewers, mains, valves, hydrants and services;  
Supervises the construction and installation of extensions to the water and sewer systems;  
Directs the installation and replacement of water meters;  
Makes sketches of proposed alterations to the sewer system or water system;  
Supervises the investigation and repair of leaks;  
Supervises the maintenance, inspection, repair and painting of fire hydrants;  
Reviews repair and installation records of sewer and water distribution systems;  
Keeps time and material records of work assignments;  
Figures materials and hours needed for projects;  
Prepares budget for water and sewer department;  
Responds at all times to emergency repair calls;  
Performs other duties as assigned.

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

Thorough knowledge of the common practices, tools, principles, terminology and equipment involved in the construction, maintenance and repair of municipal sewer and water distribution systems;  
Good knowledge of the principles of hydraulics as they relate to sewer and water distribution systems;  
Good knowledge of the safety precautions exercised in such work;  
Good knowledge of the principles and practices involved in the construction of sewer and water distribution systems;  
Ability to make rough draft plans and sketches of changes and extensions in the sewer and water distribution systems;  
Ability to supervise, plan, organize and direct the work of others;  
Ability to understand and carry out complex oral and written directions;  
Willingness to respond to emergency situations and perform overtime work;  
Mechanical aptitude;  
Dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma\*; AND
- b) Three (3) years of experience where the primary function of the position was the operation, installation, maintenance, and/or repair of mechanical equipment related to water distribution systems and/or sewer collection systems. *Depending on municipality, applicable titles that meet the promotional requirements may include Water and Sewer Maintenance Worker or Water and Sewer Maintenance Helper.*

**SPECIAL REQUIREMENT:**

Possession of Grade C and/or Grade D Water System Operator Certifications as appropriate to the municipality in which appointed within six months of appointment.

**ELIGIBILITY FOR PROMOTIONAL EXAMS:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.

**\*Anticipated Eligibility – Educational Requirements:**

According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months of attaining the minimum educational requirements** following the date of examination, may take the Civil Service Exam, but will be restricted from certification until such a time that the minimum educational requirements are met.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**