

UTILITY SERVICE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is technical and manual work involving the responsibility of the troubleshooting, repair and/or replacement of service metering equipment associated with the electric and water services provided by the Village of Penn Yan. The incumbent is also responsible for inspecting for illegal and unmetered utility connections, locating underground utility assets for electric, water and sewer, and assisting the electric, water and sewer crew as necessary. Although a working knowledge of both the electrical and plumbing trades is necessary, an incumbent does not require the more skilled journeyman techniques for either of these disciplines. Work is performed under general supervision with leeway permitted for exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Installs, Removes and Replaces electric and water meters
Performs field calibration tests on electric and water meters
Investigates consumer complaints of low or high electric and water bills
Reads meters as necessary
Inspects for illegal and unmetered utility connections
Turns on and shuts off electric and water service and necessary for non-payment
Locates underground electric, water and sewer infrastructure as part of the NYS Dig Safely program
Assists electric, water and sewer crews as necessary

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, procedures, tools, equipment and safety precautions used in the installation and removal of water and electric meters; Good knowledge of the geography of the Village of Penn Yan; Ability to make basic mathematical calculations; Ability to understand and carry out oral and written directions; Ability to record figures accurately and to submit legible written records; Willingness to work under adverse weather conditions; Ability to read and calibrate electric and water meters; Ability to locate water leaks; Has a courteous and tactful demeanor with the public; Has the physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS: Either;

- a) One year of experience in mechanical maintenance activities in the operation of municipal water and/or sewer systems;
- b) One year of experience working with a journeyman plumber or electrician; or
- c) Any equivalent combination of experience and training

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an appropriate level NYS Driver's license at time of application. Possession of license at time of appointment.

Jurisdiction:	Village of Penn Yan
Jurisdictional Class:	Competitive
Adoption:	4/3/1997 (By YCCSC)
Revised:	5/20/2016

