

**DEPARTMENT:** NIAGARA COUNTY WATER DISTRICT  
**CLASSIFICATION:** NON-COMPETITIVE/PENDING  
**APPROVED:** MARCH 12, 2026

**WATER MAINTENANCE PERSON - NCWD**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs semi-skilled plumbing and related manual work in the maintenance, repair and extension of the Niagara County Water District's (NCWD) county-wide water transmission system. Employees perform routine bacteriological testing in the field as well as record-keeping of all valves, pumps, and chemicals that are in the NCWD transmission system. The work is distinguished from municipal water maintenance personnel by the scale, operating pressures, systems criticality, and regional service impact of the infrastructure involved. The work is performed under general supervision with leeway allowed for the exercise of independent judgment based on visual analysis and results. Supervision is not a function of the job; however, the incumbent may assist and lead municipal water maintenance personnel in the Towns when the NCWD is called upon for technical expertise from local municipal member water departments of the NCWD. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Installs, maintains, repairs, and replaces NCWD owned large-diameter, high-pressure water transmission mains and appurtenances including valves, fixtures, control devices, meters and instrumentation;
2. Transports heavy duty construction and maintenance equipment using a dump truck and trailer and operates motor equipment and excavation equipment such as a backhoe, trenching equipment, and other heavy equipment as required;
3. Performs taps and interconnections on water transmission mains and installs service connections for customers;
4. Investigates system-level service issues and customer or municipal complaints affecting transmission operations;
5. Monitors, reads, and records data from meters, recording instruments, and pressure and flow gauges associated with transmission facilities, pump stations, and interconnections.
6. Conducts regular field inspections of transmission facilities and booster pumping stations to evaluate and ensure proper operations, equipment performance, and system reliability;
7. Maintains and services department assigned motor vehicles, equipment and grounds;
8. Performs manual labor such as landscaping, renovations, repairs, painting and structural work on NCWD buildings;
9. Maintains, inventories, and safeguards specialized tools and supplies;
10. Operates pneumatic tools for cutting and restoring concrete and asphalt associated with transmission main installation and repair;
11. Assists in transmission main cleaning operations and in pump repairs and installations, including field testing and re-chlorinating of transmission mains;
12. Establishes and maintains work-zone safety controls, including barriers, traffic control devices, and other safety equipment and apparatus to comply with required safety practices and procedures;
13. Performs and documents required scheduled water quality sampling with regulated sanitization procedures, collection and testing in the field;
14. Regulates, inspects and adjusts chlorine tank and chlorine feed equipment daily and as needed to ensure proper treatment and regulatory compliance.
15. Collaborates with municipal water maintenance personnel to troubleshoot and resolve issues related to their municipal distribution systems;
16. Responds to after-hour emergencies related to transmission system . failures, service disruptions, and public health and safety incidents.

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## **WATER TRANSMISSION MAINTENANCE PERSON I CONTINUED**

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

Good knowledge of the methods, materials, tools, and specialized equipment used in the operation, maintenance, and repair of large-diameter, high-pressure water transmission systems, including transmission mains, valves, booster stations, and related facilities; working knowledge of applicable safety practices and state and federal drinking water regulations; skill in the inspection, troubleshooting, and repair of mechanical and hydraulic components, including pumps and control equipment; skill in the use of equipment and tools related to the construction and maintenance of water transmission systems; skill in the maintenance of automotive equipment, buildings, and grounds; ability to interpret maps, plans, and operational data; ability to exercise independent judgment in routine and emergency situations affecting system performance and safety; ability to perform water quality sampling and testing and to maintain accurate operational and regulatory records; ability to lead the work of others; ability to understand and carry out verbal and written instructions; ability to maintain records and logs and to prepare reports; ability to perform sustained physical labor under demanding field conditions; reliability; sound judgment; attention to detail; willingness to be called in for emergencies; willingness to work in inclement weather conditions; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** one (1) year of paid experience in the construction, maintenance, or repair of water distribution or transmission systems that involved water mains, valves, or similar utility infrastructure.

### **SPECIAL REQUIREMENTS:**

1. In order to receive a temporary, provisional, or permanent appointment, all candidates must undergo and pass a physical/fit test required under 29 CFR 1910 of the Occupational Safety and Health Administration Labor Code of Federal Regulations;
2. Possession of a valid New York State Class B - CDL license is required at time of appointment;
3. Possession of a valid New York State Class A - CDL license is required at time of appointment or within one (1) year of appointment and for the duration of employment;
4. Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code within two (2) years of appointment and thereafter for the duration of employment.