

Civil Division: Mohawk Valley Water Authority  
Jurisdictional Class: Competitive  
EEO Category: Technicians  
Adopted: 12/19/13

### **HEAD WATER UTILITY PERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Mohawk Valley Water Authority, and is technical, supervisory work involving responsibility for evaluating, implementing and/or maintaining adequate water pressure, consumption, tank and reservoir levels and reducing leakage throughout the water distribution system. The incumbent is responsible for developing, supervising, and directing the adjustments of pumps, regulators, motors and valves. The work is performed under general supervision of the Plant Engineer, in accordance with established policies, procedures and objectives and requires the exercise of independent judgment in carrying out the details of the work. Difficult or unusual technical problems are reviewed with the Plant Engineer. Supervision is exercised over the activities of lower titled water utility persons. The incumbent performs related work as required.

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

Evaluates and supervises the adjustment of pumps and valves to accommodate varying demands for water flows and pressures;  
Develops and supervises the implementation of a maintenance program for pumps, motors, regulators and valves;  
Directs the adjustments of pumps, regulators, altitude and boundary valves to ensure proper system operation;  
Analyzes daily and hourly reports of water pressure, consumption, tank and reservoir levels;  
Evaluates and coordinates investigations of complaints regarding high or low-pressure and roily waters;  
Develops procedures for and supervises the recording of pressure on newly installed and existing hydrants;  
Develops procedures for and supervises in the maintenance of water pressure, consumption, distribution and supply of flows within the distribution system;  
Responsible for maintaining related records in the preparation of activity reports;  
Coordinates and supervises leak survey activities and gives directions regarding opening and closing of valves, when making special leak surveys;  
Supervises field analysis where applicable, and coordinates with troubleshooters when needed on water quality procedure and sampling;  
Supervises and issues directions regarding pumping operations and valve changes necessary to handle emergencies, such as serious leaks or main breaks as well as during major fires or other periods of high use.

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

**CHARACTERISTICS:** Comprehensive knowledge of the methods, tools and equipment used in operating a water distribution system including locating leaks and a municipal water system; comprehensive knowledge of the geography of the water system; thorough knowledge of the operations and maintenance of water pressure valves and pumps; thorough knowledge of the principles of hydraulics, as they relate to maintaining adequate water levels and pressure; ability to develop appropriate training procedures and to train subordinates in the use of water system equipment; ability to analyze and interpret statistical records and prepare comprehensive reports relating to water pressure, consumption and supply; dependability; accuracy; thoroughness.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in the maintenance or operation of a municipal water system, which involved maintaining adequate water pressure or sub-professional engineering activities; **OR**
- (B) Six (6) years of experience, as outlined in (A) above.

**NOTE:** Verifiable part-time experience as outlined in (A) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Possession of an appropriate level, valid New York State Driver's License at time of application. This license must be maintained throughout appointment.