



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

JOB POSTING #: #23-020 POSTING DATE\*: FROM: 6/5/2023 TO: 6/13/2023

JOB TITLE: Pump Station & Sewer Line Maintainer Trainee (Pending)

RATE OF PAY: \$20.78/hr

LOCATION: Ontario County Department of Public Works

**This will be a provisional appointment – pending a civil service exam to be scheduled at a later date.**

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Graduation from high school or possession of a high school equivalency diploma and six months experience in construction or facilities maintenance.

Substitution: Successful completion of a vocational/technical program in mechanics or electronics may be substituted for the above experience.

APPLICATION DEADLINE / LAST FILING DATE\*: 7/31/2023

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

Rev. 2/8/2018



## PUMP STATION AND SEWER LINE MAINTAINER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position serve a one-year probationary period during which they learn both the mechanical and electrical maintenance and repair relative to the general operation of sewage system pumping stations and sewer lines. Following satisfactory completion of the one-year trainee period, the employee will advance to the position of Pump Station and Sewer Line Maintainer without further examination. An incumbent performs daily inspections and maintenance, and in cases of emergencies is expected to be available when notified. Work is performed under direct supervision while training on the job as well as training provided by equipment manufacturers. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

#### Learns and performs:

Performs normal maintenance and repairs on both mechanical and electrical equipment contained in pumping stations;  
Participates in the installation, testing, reading and removal of sewer flow meters;  
Initiates repairs to sewer lines and pump station equipment;  
Conducts testing in determining both mechanical and electrical functioning of station components;  
Performs daily inspections of all pump station units;  
Investigates complaints regarding the operation of sewer facilities;  
Conducts inspections of sewer lines and manholes for damage and defects and makes records of inspections;  
Reports defects in and major damages to sewer system for further action;  
Maintains records of consumer sewer use, home lateral inspections, equipment operating and inspection requirements and servicing data;  
Operates a pick-up truck in connection with inspection and maintenance activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles, practices and equipment used in the operation and maintenance of a sewage collection system; working knowledge of the equipment utilized in the pumping station operation; working knowledge of the methods and procedures involved in removing, repairing and installing sewage flow meters; ability to use and understand basic electrical and mechanical test equipment; ability to use basic utility locating devices; ability to use computers; ability to withstand heavy labor, inclement weather and longer than normal hours of work in emergency situations; dependability; physical condition commensurate with the demands of the position.

### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six months experience in construction or facilities maintenance.

SUBSTITUTION: Successful completion of a vocational/technical program in mechanics or electronics may be substituted for the above experience.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: 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.

APPROVED: APRIL 12, 2011

REVISED: JUNE 19, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE