



JOB POSTING

Salary range for 2026 - \$29.12 to \$33.18

Public Utilities Maintenance Assistant

This is a semi-skilled work involving the repair and maintenance of municipal utilities systems.

Work Activities: General description other tasks may be assigned:

- Installs and maintains fire hydrants, gate valves and water mains
- Installs and maintains sewer pipes and laterals
- Tests for repairs leaks in mains
- Taps and caulks joints of water mains
- Takes part in flushing operations and cleats hydrants of snow and ice
- Tests, repairs, reads and replaces water meters
- Removes, repairs and resets hydrants
- Repacks gate valves
- Performs excavation and back fill activities in connection with above work using a variety of motor equipment
- Investigates complaints regarding the operation of water and sewer facilities, processes service orders and coordinates stake outs of city owned utilities
- Assists in maintaining records of consumer water and sewer use
- Operates tapping machine, pumps, compressors, air hammers and caulking guns, and any other necessary equipment required to perform the jobs
- May repair and replace street and signal lights

Minimum Qualifications:

It is required to possess a New York State Operator's license at time of employment and maintenance of such license throughout the tenure of employment in the position. It is also, required to obtain a "D" Certification in accordance with New York State Sanitary Code for Water Distribution System at time of appointment or no later than one year after appointment.

To Apply:

Submit Ontario County Application online at <https://ontario-portal.mycivilservice.com/>

Question? - Julie DeRue – 585-337-2171

PUBLIC UTILITIES MAINTENANCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving the repair and maintenance of municipal utilities systems. These duties involve the performance of semi-skilled maintenance and repair work in the operation of municipal utilities. The work may require assisting another more skilled worker, or in the case of less skilled projects, independently performing needed repair and maintenance activities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs and maintains fire hydrants, gate valves and water mains;
 Installs and maintains sewer pipes and laterals;
 Tests for and repairs leaks in mains;
 Taps and caulks joints of water mains;
 Takes part in flushing operations and clears hydrants of snow and ice;
 Tests, repairs, reads and replaces water meters;
 Removes, repairs and resets hydrants;
 Repacks gate valves;
 Performs excavation and back-fill activities in connection with above work using a variety of motor equipment;
 Investigates complaints regarding the operation of water and sewer facilities, processes service orders and coordinates stake outs of city-owned utilities;
 Assists in maintaining records of consumer water and sewer use;
 Operates tapping machines, pumps, compressors, air hammers and caulking guns, and any other necessary equipment required to perform the jobs;
 May repair and replace parking meters;
 May repair and replace street and signal lights.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of common practices, tools, terminology and principles involved in maintenance of water distribution systems, water measuring devices, sewage systems and various public utilities; ability to understand and carry out oral and written instructions; ability to withstand heavy labor for extended periods; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in plumbing construction or performance of heavy manual labor.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of appropriate certificate(s) issued under the provisions of the New York State Sanitary Code are required no later than one year after appointment.

CITY OF CANANDAIGUA: Requires a "D" Certification in accordance with New York State Sanitary Code for Water Distribution System at time of appointment or no later than one year after appointment.

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: 4/22/98

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE