

VILLAGE OF RUSSELLS POINT

An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:

Department: Maintenance

Class Title: Maintenance Team

Reports To: Maintenance Team Leader

EEO Status: (08) Service/Maintenance

Position Title: Maintenance Team

Employment Status: Full-Time

FLSA State/Pay: Nonexempt

DOT (closest applicable number): 899.684-046

GENERAL DESCRIPTION:

Under general direction of the maintenance team leader, performs a variety of skilled, semi-skilled, unskilled, and manual labor tasks to maintain village facilities, streets, waterlines, etc.; reads water meters; operates heavy equipment, hand, and light power tools to perform construction, maintenance, and repair activities; performs repairs and adjustments on equipment operated.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus three (3) months experience in light mechanics, dump truck operation, excavator and skid loader operations; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Ohio driver's license; must qualify for and maintain insurability under the village's vehicle insurance policy; must possess and maintain herbicide license if applying herbicides regulated by law; must possess and maintain a pesticide license if applying pesticides regulated by law.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, excavator, dump truck, excavator, skid loader, lawn mower, chipper, chain saw, snow plow, street sweeper, cut-off saws, hand tools, and other commonly used maintenance equipment; Sensus handheld meter reader; personal computer, software (e.g., utility software, e-mail GoDaddy, Google Chrome, Microsoft Word, etc.), and other commonly utilized office equipment; cell phone and/or pager; two-way radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole, excavations, etc.); works in the vicinity of dock boards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., man lifts, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (from chainsaws, cut-off saw, trash pumps, generators, grinders, mowers, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from raw sewage; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of

electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., cut-off saws, mowers, circular saws, drills, skid loader, excavator, dump truck, trailer, etc.); is exposed to possible injury from explosions (e.g., fuel tanks, excavations of utility lines, etc.); is exposed to possible injury as a result of falling from high places; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to fire (e.g., utility excavations, etc.); has exposure to hot, cold, wet, humid, or windy weather conditions; works any shift; rotates with coworker working holidays, Saturday, and Sunday shifts; has exposure to shaking objects or surfaces; uses hands to finger, handle, or feel; and talk or hear; is required to use close vision, distance vision, color vision, and adjust visual focus; exerts up to 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or 30 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work. In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Performs general construction, maintenance, and repair functions on village vehicles, equipment, streets, lands, sidewalks, water mains, water main valves and curb. stop valves, meter pit settings, chlorine gas cylinders, drains, ditches, and facilities referring issues beyond scope of knowledge to the team leader (e.g., maintains, cleans, replaces, and repairs storm drains; flushes and lubricates fire hydrants; maintains chemical levels in water to ensure proper disbursement throughout system; backwashes all iron water filters daily; etc.); operates heavy equipment to perform construction, maintenance and repair activities, (e.g., excavator, skid loader, etc.); operates cut-off saws to cut pipes, concrete, asphalt, etc.; drives motor vehicle to various work sites to perform duties and to ensure proper working condition of vehicles; operates motorized street sweeper to remove village streets of debris when necessary; performs street patching; operates chipper to disintegrate brush gathered in the designated area behind the village administration building; erects and maintains sign posts and signs including temporary warning signs and barricades in unsafe areas when necessary; paints street markings; performs running repairs and adjustments on equipment operated; replaces water meters using hand tools due to various situations, such as register malfunctions, bottoms of meters freezing and busting during winter months, etc.; installs new service taps and water meters when necessary for customers requesting village water; disconnects water for nonpayment monthly; maintains and repairs heating and cooling system, plumbing systems (e.g., snakes pipes; installs faucets; repairs toilets; repairs or replaces drain pipes; repairs or replaces broken or leaking pipes; etc.), and electrical systems (e.g., installs light bulbs; replaces broken parts; installs switches and fixtures; mends wiring; etc.) at village administration building within capabilities; assists in the set up of various village functions (e.g., sets up barricades when necessary; installs and removes holiday decorations in the village;

moves files or records to storage rooms as requested; delivers, sets up, disassembles, and removes voting booths; etc.).

(2) Reads water meters using meter reader and records readings using utility software for billing purposes monthly in accurate and timely manner; rereads meters that may have been missed or have questionable reads as necessary; checks e-mail daily for locates sent by Ohio Utilities Protection Service (O.U.P.S.); obtains weekly and emergency EPA required water samples for various testing; checks for possible water leaks and pressure issues when requested by a customer or the water clerk; analyzes water content daily; inspects fire extinguishers monthly; completes routine forms and documentation in timely, accurate, and legible manner using Microsoft Word when necessary and submits to the team leader for review (e.g., work orders, receipts of expenditures, maintenance records, safety records, public complaints reports, other reports as needed, etc.); completes daily lab sheet consisting of chlorine readings at the water plant and from the distribution system, chart recordings, chemical dosages, and current water usage; operates Google Chrome to research repair and maintenance methods and learn equipment maintenance and repair procedures; collects funds from scrapyard and submits to fiscal officer; purchases needed parts and supplies for maintenance and repair of village vehicles, equipment, streets, lands, sidewalks, drains, ditches, and facilities.

(3) Performs grounds keeping duties and oversees community service workers in performance of grounds keeping duties if the team leader is not available at job site (e.g., operates snowplow for snow removal and applies grit to all streets in winter months; shovels snow to remove snow and ice from village parking lots, drives, roads, sidewalks, etc.; disperses salt, grit, or other snow melting or traction materials as necessary; plants trees, operates chainsaw to trim and remove trees, operates mower and weed trimmer to cut grass, sprays weeds, removes trash and debris from grounds, etc. throughout the village including parks, playgrounds, and work orders from zoning office for delinquent properties; cleans and removes flood debris when necessary, etc.).

(4) Inspects water treatment facility in absence of the water superintendent to ensure proper operation of plant and to ensure desired water quality is maintained or achieved (e.g., takes and records readings; operates pumps, motors, metering, and chlorinating equipment; adjusts chemical feed flows to ensure adherence to prescribed formulas; etc.).

(5) Maintains personal and professional competence and awareness.

(6) Maintains required licensures and certification, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs any and all other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: department policies and procedures*; village policies and procedures*; workplace safety practices and procedures; road construction, maintenance, and repair; water distribution systems and components; water distribution systems construction, maintenance, and repair; water meter maintenance and repair; electrical installation, maintenance, and repair; water treatment plant operating procedures; mechanical maintenance; proper lifting techniques; snow and ice removal; vehicle maintenance and repair; heating, ventilation, and air conditioning installation, maintenance, and repair; grounds maintenance and repair; carpentry; hand tools; small motors.

Skill in: motor vehicle operation; computer operation; snow plow operation; plumbing; use or operation of lawn equipment; use of bench and/or hand tools; heavy equipment operation (e.g., excavator, skid loader, etc.); use or operation of street sweeper; use or operation of handheld meter reader; use or operation of computer software (e.g., Microsoft Word, e-mail GoDaddy, utility software, Google Chrome, etc.); troubleshooting equipment malfunctions; two-way radio operation.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; recognize safety warnings; comprehend simple sentences with common vocabulary; cooperate with coworkers on group projects; work safely; perform heavy manual labor for extended periods of time in often adverse conditions; safeguard data of a sensitive or confidential nature; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)