

CITY OF FOSTORIA

An Equal Opportunity Employer

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POSITION DESCRIPTION

Class Title:	Water Distribution Laborer	EEO Job Category:	08
Class Number:	040100	Position Title:	Water Distribution Laborer

Dept./Division:	Water Department	Civil Service Status:	Classified
Reports To:	Water Distribution Working Foreman	Employment Status:	Full-Time
Pay:	Hourly	FLSA Status:	Non-Exempt

QUALIFICATIONS

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), plus one (1) year experience in performing semi-skilled labor and operating light motorized equipment, or an equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's License (CDL) and remain insurable in accordance with the City's vehicle insurance policy.

EQUIPMENT OPERATED

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

Light and heavy motorized equipment (e.g., dump truck, backhoe, etc.); motor vehicles, hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: works with and around motorized equipment, hand and power tools; works with and around chemical compounds and liquid fuels; works under adverse weather conditions; works in trenches; is exposed to traffic, dust, dirt, water, fumes, and noise; lifts and moves heavy objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

Date Adopted: _____

Developed by:

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Date Revised: _____

Clemans, Nelson & Associates, Inc.

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POSITION DESCRIPTION

Class Title:	Water Distribution Laborer	Normal Hours:	Varies
Class Number:	040100	Position Title:	Water Distribution Laborer
Dept./Division:	Water Department	Reports To:	Water Distribution Working Foreman

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION

For purposes of 42 USC 12101:

1. Performs a variety of unskilled, semi-skilled, and skilled tasks to assist with the installation, maintenance, and repair of waterline systems (e.g., installs new lines; repairs broken or damaged lines; repairs pumps, valves, and hydrants; installs fittings, clamps, and sleeves; etc.); returns work site to original condition.
2. Operates motorized equipment necessary to complete installation, maintenance, and repair projects (dump truck, backhoe, etc.).
3. Cleans and maintains vehicles, equipment, maintenance shop, etc.
4. Prepares records of work completed, time spent, materials used, etc.
5. Maintains required licensure and certification.
6. Demonstrates regular and predictable attendance.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the City of Fostoria.
2. Performs other miscellaneous tasks in order to assist with the efficient delivery of services (e.g., reads and logs meter readings; locates and marks lines; mains and curb boxes, shuts off service to delinquent accounts, etc.).

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Class Number:	040100	Position Title:	Water Distribution Laborer
Dept./Division:	Water Department	Reports To:	Water Distribution Working Foreman

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: City of Fostoria policies and procedures; utility construction, maintenance, and repair; mechanical maintenance; water distribution systems construction, maintenance, and repair; proper lifting techniques; local geographical area.

Skill in: motor vehicle operation; use or operation of light and heavy motorized equipment; use of mechanic's tools and equipment; water testing instruments and/or materials utilization.

Ability to: carry out simple instructions; complete routine forms; communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

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 the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____

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