



INTEROFFICE MEMORANDUM

PLEASE POST

TO: All Department/Division Heads
FROM: Human Resources
DATE: March 28, 2019
SUBJECT: **JOB OPPORTUNITY: Department of Utilities
Water Division**

CLASS TITLE: **Utility Service / Maintenance Worker**

GRADE 10

HOURLY ENTRANCE RATES

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$18.6542	\$19.5866	\$20.5668	\$21.5949	\$22.6745	\$23.8086

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Must obtain a Class I Water Supply Certificate as issued by the Ohio Environmental Protection Agency within three (3) years of initial appointment & retain certificate thereafter. Class II & III Water Supply certification preferred. The applicant must be open to occasional shift work, available for overtime & able to work in extreme weather conditions. Valid Ohio Commercial Drivers' License required within one (1) year of employment. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601.

The City of Painesville is a drug & alcohol free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE www.painesville.com. A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Utility Service / Maintenance Worker	2116
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Department: Utilities, Water Division	Date: 7/12/2011
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Pay Class: 10	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is semi-skilled and skilled work in a variety of public works, public lands, field service work in water meter operations, and utilities maintenance activities.

Performs general maintenance, mechanic work and is responsible for operations and equipment associated with the Water Distribution system and Treatment Plant under direction of the Water Division Superintendent or designee.

Work involves performance of a variety of general laboring, maintenance, and construction work, including the operation of automotive equipment. Work involves responsibility for reviewing customers' complaints related to water meter defects and for turning on and turning off water meters. Work involves operating the Water Treatment Plant and Distribution system on various shifts. Work of this class involves tasks of more than ordinary difficulty requiring special knowledge or skills acquired through experience or on-the-job training. Work requires public contact concerning complaints and the meeting of the public with tact and courtesy. Duties require an understanding and application of basic plumbing principles. General supervision is received from a supervisor who assigns and reviews work. Assignments are received in the form of work orders. Work is reviewed by a superior while in progress and through observation of results obtained.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Installs and maintains water mains and service lines, water meters, and fire hydrants; installs and maintains sewer mains and service lines, manholes, and catch basins; cleans sewer mains and laterals.
- Checks reading on water meters and compares for accuracy of operation; traces water flow for leakage; diagnoses meter failures and refers repair problems to appropriate utilities system division; turns on and turns off meters; delivers shut off notices and discusses accounts with customers; collects payments and writes receipts.
- Works shifts to operate Treatment Plant, Distribution system and to perform duties of the unidirectional flushing program.
- Fills in for shift operators, lab personnel and distribution personnel.
- Maintains related records and documents.
- Assists with grounds maintenance, as necessary.
- Maintains equipment in proper operating condition by performing simple preventative maintenance tasks (simple adjustments, minor part replacement, lubrication and cleaning of equipment).
- May be required to perform laboratory analysis and perform general maintenance duties.
- Ensures plant and distribution system operates with regulatory guidelines.
- Performs routine laboratory testing and analysis.
- Maintains related records and documents.
- Operates a wheeled farm-type tractor with grass cutting and other attached equipment along public thoroughfares; operates a motor roller in rolling newly constructed or resurfaced roads and in packing down base for surfacing materials; operates sewer jet machines and sewer rodder machines in cleaning sanitary sewers; operates snow plows and spreaders; operates a backhoe in digging trenches.
- Operates dump, flatbed, or other trucks in transporting personnel, materials, and supplies; assists in loading and unloading trucks; occasionally operates heavier types of equipment on a relief or trainee basis.
- Repairs asphalt, concrete, gravel, and dirt surfaced streets, alleys, and sidewalks; installs, repairs, and maintains drainage structures such as culverts, storm sewers, catch basins, head walls, and appurtenances.

- Does pick and shovel work in grading, patching, and otherwise maintaining improved and unimproved streets; applies cold patch or hot mix asphalt to potholes; spreads gravel, stone, and other construction materials.
- May supervise laboring or temporary personnel of a lower grade.
- Communicates any unsafe conditions or accidents/injuries in a timely manner to supervision in order to facilitate prompt correction or reporting.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE <i>(Required to qualify for position)</i>

Education: High school diploma

Experience: Experience in water treatment, construction and maintenance work related to the area of assignment, including experience in the operation of automotive equipment, water meter operations, public water distribution operations and public water treatment operations.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES <i>(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)</i>

Knowledge of:

- The operation and maintenance requirements of dump trucks, tractors, rollers sewer jets, and similar public works equipment.
- Methods, techniques and equipment related to treatment process and distribution system.
- Complex electrical, plumbing and mechanical systems.
- PLC's and solid state electrical/electronic equipment.
- City and departmental policies and procedures relating to equipment operation and the use of hand and power tools and equipment.
- Regulation standards.
- Water treatment plant operations and distribution systems.

Skill and Ability to:

- Work cooperatively with other City employees and the public.
- Observe, compare or monitor data to determine compliance with prescribed operating standards.
- At entering data or information into a terminal, PC or other keyboard device.
- Work, repair and perform maintenance of distribution system and plant equipment and facilities.
- Review plans and specifications for the construction of treatment plants and distribution water mains.
- Work safely without presenting a direct threat to self or others.
- Climb ladders or steps to reach objects, travel across rough, uneven surfaces and work in a variety of weather conditions with exposure to the outdoor elements in the distribution system or treatment plant.
- Perform necessary math and computations.
- Prepare and maintain accurate/meaningful, concise records.
- Understand mechanical systems.
- Communicate effectively, both orally and in writing.
- Perform the essential functions of the job.

License or Certification Required: Employees of this class must obtain a Class I Water Supply certificate as issued by the Ohio Environmental Protection Agency within three years of initial employment and retain such certificate thereafter. A Class II or III Water Supply certification is preferred.

Valid commercial driver's license required as applicable within one year of employment.

Physical Demands: Carry 50 lbs. at least 100 feet, and 100 lbs. at least 25 feet; ability to climb in and out of manholes, up and down ladders, in and out of dump trucks/loaders; ability to bend frequently during a workday; ability to consistently work outside in varying weather conditions and hours; ability to drive; ability to work in confined spaces; ability to communicate with the public and other employees effectively; ability to hear, see, speak, read, write, understand; stand for long periods; ability to flag traffic, grasp and push/pull.

Scheduling Demands and Constraints: Must be available for overtime and emergency call-outs.