

City of Circleville

Employee Job Description



Title:	Maintenance Worker I	Department:	Water Distributions/Sewer Collections
Status:	Full Time, Union, Classified	Supervisor:	W/S Distribution/Collections Superintendent or W/S Distribution/Collections Supervisor

Under immediate and direct supervision of the Superintendent or Supervisor, is responsible for reading of domestic and commercial water meters, installing and maintaining water meters, a variety of manual and semi-skilled sewer maintenance tasks and semi-skilled water line construction and maintenance tasks; turning water services on and off for consumers and investigating complaints related to water quality and high water consumption.

ESSENTIAL JOB RESPONSIBILITIES

1. Reads domestic and commercial water meters located in meter vaults, residences and commercial/industrial buildings and obtains meter readings in conjunction with turning water service on and off.
2. Turns service on and off for customers discontinuing service and investigates complaints related to water quality and high-water consumption.
3. Assists in installing, inspecting, testing, and repairing water meters, remote readers and related plumbing.
4. Assists in cleaning, repairing, inspecting, and testing of various components and equipment at the Water Treatment Plant and Wastewater Treatment Plant.
5. Operates and/or assists in the operation of a sewer rodding unit and water jet unit for cleaning sewers.
6. Assists in building, repairing, raising, and lowering manholes.
7. Assists in installing and repairing sewer lines, Y branches, house connections and blockings.
8. Assists in inspecting, cleaning, repairing, and maintaining sewage lift/pump stations including pumps and related plumbing equipment.
9. Assists in installing and repairing water mains, service connections, fittings, valves, curb boxes and blockings.
10. Assists in building, repairing, raising, and lowering valve vaults and meter pits.
11. Assists in general maintenance, repairing, and painting of equipment including vehicles, buildings, water storage tanks and building ground upkeep.
12. Inspect customers' dwellings upon request in an attempt to find the cause of high or low water consumption.
13. Assists customers with problems concerning their utility service to increase goodwill or service.
14. Operates various pieces of equipment such as air tamper, air compressor, air hammer, drills, and other small hand tools.
15. Operates truck in connection with work. May operate equipment covered under Vehicle Operator classification if proper license and/or certification is valid.
16. Carry after-hours pager/phone, answer, and report for after-hours customer service within a reasonable time period as established by the employer.
17. Demonstrates regular and predictable attendance.
18. Follows all safety guidelines and policies and procedures established by the employer.
19. Performs other duties as directed, both in their department and other departments.

EDUCATION and EXPERIENCE

1. Possession of high school diploma or equivalent.
2. Experience in general utility maintenance work.
3. Knowledge of common tools, methods and materials used in maintenance and construction work.
4. Ability to operate rollers, front end loaders, small and medium sized trucks and jackhammers and general knowledge of plumbing.

COMMUNICATION SKILLS/REQUIREMENTS

1. Ability to communicate verbally and in writing with employees and the general public.

MATHEMATICAL ABILITY

1. Basic addition, subtraction, multiplication, division, and percentages are used regularly.
2. Must have the ability to work with mathematics through percentages, fractions, and decimals.

City of Circleville

Employee Job Description



Title:	Maintenance Worker I	Department:	Water Distributions/Sewer Collections
Status:	Full Time, Union, Classified	Supervisor:	W/S Distribution/Collections Superintendent or W/S Distribution/Collections Supervisor

LICENSES/CERTIFICATIONS

1. Upon hire, possession of a valid State of Ohio drivers' license and the ability to meet the City of Circleville's requirements for insurability.
2. A valid Commercial Driver's License (CDL) is preferred but not required upon hire but shall be obtained within 24 months of hire. Only employees holding a valid CDL are permitted to operate vehicles requiring a CDL.
3. A valid Class I certification in water distribution as issued and recognized by the Ohio EPA is preferred but not required.

PHYSICAL DEMANDS

1. Ability to lift 100 lbs. occasionally.
2. Ability to walk long distances to perform the meter reader duties.
3. Ability to work in adverse weather conditions for long periods of time.
4. Ability to work on rough terrain, climb ladders and steps and work in confined spaces.
5. Ability to operate power hand tools and equipment, trucks, tractors, front end and skid loaders, mowers, and hand trucks.
6. Must be able to work while wearing a respirator or SCBA.

WORK ENVIRONMENT

Work is performed both inside and outside with exposure to weather temperatures that may range from below 32 degrees to above 100 degrees for periods of more than one hour. Individuals are exposed to noise, vibration, physical hazards, and oil. Individuals are exposed to fumes, odors, dust, mists, gases, or poor ventilation.

ADDITIONAL INFORMATION

Must establish a primary place of residence within a 20-mile radius of the City of Circleville within 180 days after completion of probationary period and maintain such place of residence during employment with the City of Circleville.

The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of which an incumbent indicated are necessary to perform the position.

Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

This job description shall not be considered as an employment contract with an employee.