

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Number:	Name:
Class Number:	Class Title: Waterline Maintenance Worker I

Civil Service Status: Unclassified	Dept./Div: Public Works
Employment Status: Full-time, Regular	Reports To: Public Works Superintendent
FLSA Status: Non-Exempt	Supervises:
Pay: Collective Bargaining Agreement	

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education, general construction or maintenance experience, or equivalent; demonstrable ability to travel to and gain access to field work sites, operate heavy equipment and hand tools, and perform heavy manual labor; possession of valid Ohio Driver's License and Commercial Driver's License.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License and Commercial Driver's License.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: *water meter maintenance and repair; geographic layout of jurisdiction; water distribution principles and practices; safety practices and procedures; utility construction, maintenance, and repair; heavy and medium duty equipment maintenance and repair; organizational policies and procedures.

Skill in: motor vehicle operation; operation of heavy equipment.

Ability to: travel to and gain access to work site; deal with many variables and determine specific action; read, copy, and record figures accurately; recognize unusual or threatening conditions and take appropriate action; perform heavy manual labor for extended periods of time in often adverse conditions; define problems, collect data, establish facts, and draw valid conclusions; communicate effectively.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

{2/28/2019 PDCELWS 00227942.DOC }

Date Revised:

Columbus, OH 43235

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

- (1) Travels to and gains access to work site, and utilizes hand tools and small power tools to install, repair, replace, and remove water meters; uses various water and leak detection devices; installs portable registers on commercial meters; repacks leaking water meters; operates suction pump to empty curb boxes of water; turns water service on and off as required; performs field inspection to investigate large water loss.
- (2) Completes monthly and special water meter readings; reads industrial and commercial meters; checks water consumption against previous readings to identify malfunctions and leaks; re-reads meters at customer request; responds to customer inquiries regarding water readings and billing procedures.
- (3) Operates trencher, pipe pusher, tapping machines, air hammers, backhoe, loader, and related equipment to locate and repair water mains, make water taps, and replace old water lines; operates dump truck to haul dirt and other materials to and from work site.
- (4) Assists with maintenance of the water distribution mapping and information management system; assists private contractors by locating and marking mains and services lines; coordinates and performs special programs required of the division (e.g., cross connection control, backflow prevention surveys, valve exercising programs, leak audits, etc.).
- (5) Performs a variety of minor vehicle maintenance duties (e.g., changes oil and filters, lubricates, checks systems, replaces worn parts, etc.).
- (6) Notifies supervisor of emergency situations; receives and responds to calls for emergency assistance at all times and in often inclement weather and/or hazardous situations.

OTHER DUTIES AND RESPONSIBILITIES:

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

Backhoe and loader, dump truck, air hammer, tapping machine, pipe pusher.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Occasional exposure to heavy equipment, loud noise, hazardous driving conditions; occasionally works rotating shift; periodic exposure to severe weather, dust, fumes, electrical; periodically attends functions or performs duties outside normal working hours; frequent exposure to construction hazards, traffic; constantly travels to and gains access to work site, required to be on call.

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:
Date Revised:

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