

CITY OF OAKWOOD
An Equal Opportunity Employer
POSITION DESCRIPTION

Class Title: Water & Sewer Technician (B)

Department/Division:	Public Works	Reports To:	Water Plant Superintendent/Water & Sewer Foreman
Employment Status:	Full-time	Supervises:	N/A
FLSA Status:	Non-Exempt		

QUALIFICATIONS: An example of acceptable qualifications:

High school education or equivalent, and two (2) years' experience related to water treatment operations; water distribution system maintenance; and wastewater collection system maintenance.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio Class I Wastewater Collection Certification; a Commercial Driver's license Class B with tanker endorsement; have the ability to obtain an Ohio EPA Class I Water Distribution Certification within twenty-four (24) months of hire.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: principles, practices, and methods related to water treatment plant operation, water distribution systems, and wastewater collection systems; functions and servicing requirements of mechanical equipment and machinery; standards governing safe drinking water; safe and current use of hand and power tools and equipment common to work; operation of backhoes and other equipment; water distribution systems construction, maintenance, and repair; water distribution systems and components; principles and practices of maintaining and repairing public utilities, streets, and refuse operations; grounds maintenance and repair.

Skill in: plumbing, pipefitting, soldering, motor equipment operation, snowplow operation; use or operation of maintenance and grounds keeping tools;

Ability to: read, interpret, and work from written and oral instructions governing operating procedures and laboratory routines; perform the operation and maintenance requirements of plant pumping, treatment, and control equipment; read meters, charts, and gauges accurately and to maintain required records; perform standard arithmetic calculations quickly and accurately; establish and maintain effective working relationships with others; climb stairways and ladders and bend to take water samples; visually detect problems; perform water plant maintenance activities; maintain mental alertness when reading, measuring, and treating water in compliance with standards; operate and control power tools; work outdoors in all types of extreme weather conditions; work alone; obtain laboratory certification; perform heavy manual labor for extended periods of time; travel to and gain access to work site; establish and maintain effective working relationships; climb up onto and operate equipment; observe and control materials being moved while operating equipment; hear obstacles as they are encountered by equipment and redirect equipment; load and unload materials; lift heavy objects; stand and sit for extended periods of time; work outdoors in a variety of extreme weather conditions; use peripheral vision in avoiding hazards; judge distances effectively while operating equipment.

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

- 40% (1) Performs varied manual and semi-skilled maintenance and equipment operations duties involving flushing and otherwise cleaning sewers and in repairing manholes and sewer lines; builds, cleans, and unclogs catch basins; assists in such tasks as laying and repairing sewer and water lines; rebuilds storm sewer inlets, lines, and sanitary sewer manholes; repairs water main line and service breaks; instructs general service workers in the causes of sewer line stoppages and proper cleaning and remedial procedures; locates and marks utilities.
- 20% (2) Digs ditches, hoists materials, tools, equipment, and any related work with a backhoe.
- 10% (3) Flushes, pumps, paints, repairs, and extends fire hydrants; assists in making street cuts and blacktop patches; repairs guardrails and traffic sign poles and replaces, sets, and troubleshoots water meters; assists in determining the location of water and sewer lines prior to excavation;
- 10% (4) Assists in maintaining water distribution system; installs water service taps and valves, fire hydrants; flushes and services fire hydrants.
- 5% (5) Performs a variety of public works maintenance activities; cleans assigned water plant areas and equipment and performs equipment maintenance, repair, and installation work; reports malfunctions of equipment; assists water plant operator and other public works employees with projects and routine maintenance; acts as back-up to water plant operator.
- 5% (6) Monitors and inspects water plants and equipment to determine operating condition; checks levels and ensures that chemical feeders are on-line; monitors machines and carries out preventive maintenance; adjusts pumps and other equipment to meet operating requirements; monitors production, transmission, storage levels, system pressure, and treatment processes; makes adjustments to meet demand; maintains operating log; performs backwash on filters; collects samples from designated sources and performs standardized tests for hardness and chlorine; maintains daily records of test results; inspects water tower.
- 5% (7) Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use; inventories tools and reports any lost or broken tools to the immediate supervisor.
- 5% (8) Removes ice and snow from roadways, driveways, and walkways; collects tree limbs and debris on streets.
- (9) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (10) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (11) Performs other related duties as required or assigned.

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

Backhoe, mini-excavator, sewer jet, cut-off saws, hand tools, street sweeper, dump truck, salt truck, water tapping machines, insertion valve equipment and pneumatic tools

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
2. Ascends and/or descends ladders, stairs, or scaffolds.
3. Works in a confined space (e.g., manhole).
4. Works in an area in which the means of egress is or can be obstructed.
5. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
6. Is exposed to possible injury from extremely noisy conditions above 85db.
7. Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
8. Is exposed to possible injury from hazardous waste.
9. Is exposed to possible injury due to unclean or unsanitary conditions.
10. Is exposed to possible injury as a result of electrical shock.
11. Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.
12. Is exposed to possible injury as a result of falling from high places.
13. Has contact with potentially violent or emotionally distraught persons.
14. Has exposure to potentially vicious animals.
15. Has exposure to life threatening situations.
16. Has exposure to hot, cold, wet, humid, or windy weather conditions.
17. Has exposure to hazardous driving conditions.
18. Has exposure to shaking objects or surfaces.
19. Has exposure to second-hand smoke.

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)
