

POSITION DESCRIPTION

Class Title: Water Distribution Laborer
Department: Water/ Entry Level

Date:

GENERAL PURPOSE

Performs a variety of semi-skilled, skilled, technical and maintenance work in the construction, repair, maintenance and replacement of the municipal water distribution system.

SUPERVISION RECEIVED

Works under the general supervision of the Water Superintendent.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work hours subject to change based on operational needs and assignments.

Complete daily work orders as directed. Typical work orders include but are not limited to turn on/off requests, disconnects for non-payment, meter reading, investigate high use, low use and water quality complaints.

Completes System Maintenance as directed to include but not limited to; valve exercising, hydrant maintenance, system flushing, system sampling, meter installations, quality control inspections.

Respond to emergency call outs.

Ability to communicate and interact with the public.

Performs other related duties as assigned.

PERIPHERAL DUTIES

Maintain drawings and schematics of the water distribution system.

Operates a variety of power construction and maintenance equipment.

Works with, or for other public works departments to fulfill necessary job requirements.

May serve on various employee or other committees as assigned.

DESIRED MINIMUM REQUIREMENTS

Education and Experience:

- 1) Have a high school diploma or equivalent;
 - a) Documentation of successfully passing the general education development test or a statement of high school equivalence shall be accepted in lieu of a high school diploma.
 - b) Completion of a vocational training program in the field of application may be accepted in lieu of a high school diploma.

SPECIAL REQUIREMENTS

Possession of or the ability to obtain a Class I Water Distribution license issued by the State of Ohio within two (2) years of appointment.

Valid State of Ohio Commercial Driver's License, minimum of a Class B with tanker endorsement, or the ability to obtain one within one (1) year of employment.

TOOLS AND EQUIPMENT

Working knowledge of tools, materials, methods and techniques used in the water distribution system.

Working knowledge of the hazards and safety precautions of the work.

Ability to work un-supervised.

Ability to understand and follow oral and written instructions; to communicate effectively, orally and in writing; to deal with the public tactfully and courteously; to maintain records.

Ability to establish and maintain effective working relationships.

Skills in the operation and maintenance of equipment used in work.

Personal computer, including word processing and spreadsheet; calculator, phone, copy machine and fax.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear, to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid, hot and/or cold conditions. The employee frequently works in public easements and roadways. The employee occasionally works near moving mechanical equipment. The employee is occasionally required to work in earthen trenches performing manual labor duties. The noise level in the work environment ranges from moderately quiet to extremely loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job descriptions do not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job description)

Supervisor:/HR _____ Date: _____