



CLASSIFICATION SPECIFICATION

Job Title: Water Service Worker
Department: Water Department
Reports To: Water/Sewer Supervisor
FLSA Status: Non-Exempt
Pay Scale \$17.47-\$30.59
Civil Service Status: Classified
Overtime Eligibility: Eligible

Summary:

Under general supervision, performs various unskilled and semi-skilled tasks to assist with installation and repair of water lines, valves, fire hydrants and other related units and components. Operates backhoe to dig up broken water lines, fire hydrants, etc. Reads water meters. Inspects backflow devices and takes water samples. Performs other related duties as required.

Essential Duties and Responsibilities:

Communicates with customers and attempts to resolve service-related complaints and water bill questions.

Checks for leaks in service line. Makes on-site determination whether leaks are the responsibility of the City or the property owner.

Locates and reads water meters, then accurately logs meter reading. Notes high monthly consumption, damaged or malfunctioning meters to initiate maintenance process. Repairs malfunctioning meters, inspects work performed by contractors including installation of valves.

Prepares and submits daily work reports and other documentation required. Orders supplies and equipment.

Reads, installs and repairs meters and radio READ system. Repairs and replaces water mains. Services, repairs and replaces fire hydrants, flushes and pumps hydrants, updates hydrant list and performs service calls.

Prepares Environmental Protection Agency (EPA) reports.

Inspects backflow devices, contractor's work on water lines and takes water samples.

Maintains parts inventory.

Restores areas after repairs have been made.

Operates backhoe, dump truck, jackhammer, saws, hand tools, listing device, and metal detector.

Repairs valves, main lines and hydrants, maintains valve program.

Performs light plumbing in City facilities.

Operates and maintains shoring equipment.

Delivers notices of termination of service.

Other duties may be assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities but does oversee jobsites.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School diploma or General Education Degree (GED); more than six months of an equivalent combination of related education, experience and/or training.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before citizens or employees of the City.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Knowledge of payroll and public accounting practices.

Reasoning Ability:

Ability to interpret and follow instructions furnished in written, oral or diagram form. Ability to deal with problems involving a limited number of distinct tasks and functions in standardized situations.

Certificates, Licenses, Registrations:

State of Ohio Class I Operator of Water Distribution System.

Commercial Driver's License (CDL).

Backflow certificates.

Other Skills and Abilities:

Must be able to operate heavy equipment and testing equipment.

Must be insurable under the City's fleet insurance policy.

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 regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, talk or hear and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

The work environment characteristics 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 is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and vibration.

The noise level in the work environment is usually loud.

Employee:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Dated: _____

Supervisor/Department Head:

Signature

Dated: _____

APPLICATION FOR EMPLOYMENT

CITY OF BEXLEY
2242 E. Main Street
Bexley, OH 43209
614/559-4200
Fax 614/559-4201

All applicants are considered without regard to race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital or veteran status.

PLEASE PRINT

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Numbers			Social Security Number		
			/ /		

Position(s) applied for:	Date of Application
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Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

MILITARY SERVICE RECORD

Were you, or are you now, in the U. S. Armed Forces? Yes No
 If "Yes", what branch? _____
 Dates of Duty: FROM: _____ TO: _____
 Month Day Year Month Day Year

List duties in the Service, including special training: _____

Are you available to work: Full-time
 Part-Time (Please indicate Morning Afternoon Evening)
 Days available to work: S M T W R F S

If you are applying for a position involving driving, do you have a valid Ohio driver's license? Yes No
 Will you have reliable transportation to and from work? Yes No

WORK EXPERIENCE

List last ten (10) years or last four (4) employers.

Present Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		

We will contact prior employers.

Comments: Include explanation of any gaps in employment.

You may attach a resume in addition to the above information.

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Licenses, Registrations and Certificates. Be sure to include any valid driver's license or commercial driver's license, if required for job.

License/Certificate issued by	Field/Trade/Specialization	License/Certificate Number	Expiration Date

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Additional Information (not listed above)

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Office experience or training		Engineering experience or training
Maintenance experience or training		Food service experience or training
Computer experience or training		Hospitality experience or training

List experience or knowledge with computer software (specify in detail).

State any additional information you feel may be helpful to us in considering your application.

Personal/Professional References (do not include relatives)

Name	Phone No. (home/work)	Length of time known	Occupation
1.			
2.			
3.			

