

JOB POSTING – Water Service Tech I
Full Time - Non-Exempt
Pay Range: \$19.79/hr - \$28.40/hr DOQ

Posted: August 9, 2023
Closing Date: Open Until Filled

Jefferson Water and Sewer District (JWSD) is seeking a Water Service Tech I to complement our Operations Department and expand our field service crew. JWSD provides water and sanitary sewer services to more than 4,000 customers located within Jefferson Township, Ohio and performs water and sanitary sewer utility services for residential and commercial customers within the District service area.

The Water Service Tech I is responsible for installing and reading water metering devices; performing water & sanitary sewer service line inspections; marking water and sewer locations for OUPS tickets; notifying customers of delinquency by tagging residences; conducting water shut-offs as needed; and coordinating contractor work for equipment repair or replacement.

This position is full-time. Work hours are 7:30am-4:00pm, Monday through Friday with occasional overtime. Participating in evening and weekend on-call activity is required and shared between all Operations Department staff.

Qualifications: High School Diploma or GED and possession of an Ohio EPA Class I Water Distribution Certification or ability to obtain within 18 months of hire.

To apply for the position, please visit the JWSD Careers Page at www.jwsd.org/careers and complete an employment application for the Water Service Tech I.

This position will remain open until filled. The first review of applicants will occur on August 24, 2023.

Posted: August 9, 2023



Job Title: Water Service Tech I
FLSA Status: Non - Exempt
Date Written: 11/22/2017
Salary Range: \$19.79/hr - \$28.40/hr

Department: Operations
Reports to: Superintendent
Date Updated: 08/09/2023

Position Description:

Under general supervision, is responsible for installing and reading water metering devices; performing water & sanitary sewer service line inspections; marking water and sewer locations for OUPS tickets, notifying customers of delinquency by tagging residences; conducting water shut-offs as needed; coordinating contractor work for equipment repair or replacement; performing other related duties as required.

Education and Experience:

High School Diploma or GED

Required Certificates, Licenses & Registrations:

Possession of a valid motor vehicle operator's license
Ohio EPA Class I Water Distribution Certification or ability to obtain within 18 months of hire

Essential Duties and Responsibilities:

- Read water metering devices and record usage by residential and commercial customers
- Enter water usage readings and service order information into computerized handheld equipment
- Examine meter readings to determine causes of abnormal consumption
- Inspect below-ground meter pits for accessibility and to clear debris
- Inspect meters and connections for defects, damage and/or unauthorized connections, communicating concerns to customers as needed
- Inspect new and repaired sewer and water service lines and coordinate adjustments with contractors
- Mark utility locations when requested by the Ohio Utility Protection Service (OUPS)
- Deliver disconnection notices to delinquent residential and commercial customers
- Participate in weekly and weekend on-call rotation
- Perform weekend duties at the water treatment plant when on-call
- Assist with emergency utility repairs as needed
- Report any unsafe conditions to the Superintendent
- Operate District vehicles to perform duties
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- General knowledge of streets in the Jefferson Township/Blacklick area preferred, but not required
- General knowledge of meter operation
- General knowledge of human relations and customer service practices
- Ability to read and interpret manuals, graphs, and charts
- Ability to read water metering devices
- Ability to write descriptive sentences
- Ability to work independently or within a team
- Ability to speak with residents and contractors in a professional manner
- Ability to use a laptop and have a general knowledge of Microsoft Word and Excel
- Ability to read maps, metering routes and diagrams
- Ability to add, subtract, multiply and divide decimals and units of measure

Physical Activities and Environment:

The physical activities described are representation 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 and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to sit; and occasionally required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, and climb stairs. Ability and/or willingness to tolerate job hazards relating to inclement weather and hostile animals. The employee must occasionally lift and/or move up to 50 pounds. Ability to identify and distinguish colors. The noise level in the work environment is usually moderate.



WHY WORK FOR JEFFERSON WATER AND SEWER DISTRICT?

Jefferson Water & Sewer District was created in 1987 to provide water & sewer services to residents located in Jefferson Township, Franklin County, Ohio. With the goal of controlling annexation and preserving the rural character of Jefferson Township, the District has grown to more than 4,000 customers during the last 35 years. Becoming part of a team that prides itself on providing safe, quality drinking water and exceptional sanitary sewer service is rewarding.

JWSD knows that our most treasured asset is our employees and as such, we believe in providing competitive wages and excellent benefits to retain our staff. Listed below are some of the great reasons you should consider joining our team:

- A smaller staff allows you the opportunity to learn about all aspects of the organization, not just your job duties.
- Competitive industry wages with opportunities for performance awards twice per year (July & December)
- Annual wage reviews to keep employee pay competitive within the water utility sector
- Excellent medical, vision, dental, life and AD&D insurance at no cost for all employees. Family coverage is available at a reduced rate.
- Assistance with medical costs through a Health Reimbursement Arrangement (HRA) that pays for 56% of all out-of-pocket medical deductibles and expenses.
- 11 paid holidays per year
- Sick and vacation time that is earned beginning on day one at a rate of 3.1 hours per pay period (2 weeks of sick & 2 weeks of vacation leave per year). Additional weeks of vacation are earned with longevity.
- Participation in the Ohio Public Employees Retirement System (OPERS) with $\frac{1}{2}$ of the employee contributions paid by JWSD after 1-year of employment, and the other $\frac{1}{2}$ paid after 2-years of employment
- Opportunity to save for retirement in the Ohio Deferred Compensation Program
- Tuition reimbursement to help offset the cost of higher education
- JWSD pays for training classes, conferences, study materials, and certification exams for employees seeking licensure

If you have any questions, please feel free to contact us at (614) 864-0740 or by email at customerservice@jwsd.org.