



27 East Jefferson Street
Jefferson, Ohio 44047
Phone: 440.576.3941
Fax: 440.576.5548
WWW.JEFFERSONOHIO.US

POSITION DESCRIPTION

LABORER/DRIVER-WASTEWATER

Department: Wastewater

Location: Wastewater Department Building

GENERAL PURPOSE

Performs manual and semi-skilled work performing and assisting in the routine maintenance, repair and operation of the Village's Wastewater Treatment Plant, Pump Stations, Sewer Lines, Grounds, Equipment and other related work as assigned.

SUPERVISION RECEIVED

Works under the close supervision of the Class III Operator/Foreman

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintenance, repair and operation of the Village of Jefferson Wastewater treatment plant, pump stations, sewer lines, grounds and equipment

Insures the proper maintenance of equipment and tools by performing preventative maintenance, and cleaning of equipment and tools as required by the maintenance schedule.

Drives trucks of various sizes and weights in the normal operation and maintenance of the wastewater plant assets. Performs routine inspection and preventive maintenance on assigned vehicles and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance with appropriate safety and security standards.

Performs facility maintenance and repair functions and duties, to include, but not limited to: cleaning, painting, masonry pointing, window washing, buffing of floors, general electrical and industrial pipefitting.

Exterior maintenance to grounds such as: mowing, snow/ice removal, trimming shrubs, picks up trash from parking lot, foyer, etc.

Gather samples as required by EPA for compliance.
Performs minor repair projects and renovations on various facilities

Coordinate with outside suppliers for major repairs and projects.

Performs other duties and responsibilities of a similar nature as assigned

PERIPHERAL DUTIES

May perform similar duties as may be required if assigned to the Street department

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Two (2) years of experience relating to construction, vehicle maintenance, and/or repair, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to read, write and communicate effectively using the English language; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification at time of hire.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, manlift, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone; laser and transit.

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 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. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must lift and/or move up to 50 pounds on a repetitive basis and up to 90 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

DISCLAIMER:

The job description does 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.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee _____
Date _____

Supervisor _____
Date _____