

**CIVIL SERVICE COMMISSION POSITION ANNOUNCEMENT
WATER/WASTE WATER DEPT.**

Position: Equipment Operator/Maintenance Specialist, Full-Time, Civil Service Classified.

Required Qualifications:

- Two years of experience or training in the construction, maintenance, repair and/or inspection of water/wastewater lines.
- Possess a Class I Water Distribution Certificate at time of application or within 18 months of employment.
- A high school diploma or GED.
- A valid driver's license w/good record
- Class A CDL with air brakes and tanker endorsement (or be able to obtain one within 1 year).
- Ability to perform heavy manual labor and lift up to 50 pounds frequently.

Preferred Qualifications:

- Experience with heavy duty equipment and water/wastewater lines.
- Class A CDL at time of application.

To apply: Go to the City of Reynoldsburg webpage. Choose Human Resources and job list. Choose "equipment/maintenance operator". Fill out the City employment application. Web applications will automatically be sent electronically to the Commission as well as any documents you attach (diplomas, resumes, etc.). A skills assessment maybe required.

Attachments: You need to furnish a copy of your diploma and/or transcript from high school or college. If you do not have a copy to attach when applying, you should order a copy from the high school you attended and make note of this on the application). Send copies of any applicable job related certificates as well. Resumes are welcome but not necessary,

Deadline to apply: is 06-30-21

Starting Wage: \$20.05 to \$24.12/hour, commensurate with experience (i.e. possession of CDL, job related experience, etc.). Excellent benefits.

Questions: Contact Linda or Azia with the Civil Service Commission at 614-322-6934 or at civilservice@reypd.com.

The City of Reynoldsburg is an Equal Opportunity Employer.

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

DEPT./OFFICE: WATER/WASTEWATER	WORKING TITLE: MAINTENANCE
CLASS TITLE: MAINTENANCE	SPECIALIST/EQUIPMENT OPERATOR
SPECIALIST/EQUIPMENT OPERATOR	EMPLOYEE NUMBER:

Status: Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Citation Code: 160.02
Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Other <input type="checkbox"/>	Reports To: Assistant Superintendent
OT Status Per Ord.: Non-exempt	Normal Working Hours: 8:30 a.m. – 5:00 p.m.

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

- 70% (1) Performs installation, maintenance, testing, and repair of water meters (i.e., 5/8" through 10") including remote reading devices; maintenance of pressure regulating valves; maintenance, repair, and installation of fire hydrants; maintenance and repair of all aspects of the water distribution system from 3/4" water services to 20" mains; maintenance of sewer collection system (e.g., cleaning, televising, root cutting); maintenance of water meter and pressure regulating vaults; landscaping, grading, and seeding of yards; pours and finishes concrete sidewalks and approaches; tests water samples; operates heavy equipment (e.g., trucks, tractors, backhoe, front-end loader, air compressor, jet truck, mower); uses shop and/or hand tools (e.g., hammer, drill, staple gun, saw); performs water ditches and sewer lateral inspections.
- 25% (2) Takes final meter readings on residential/commercial sites; walking and reading meters; handles delinquent accounts by making collections/distributing past due notices door-to-door; terminates water service by shutting off water service to customers; assists the public by providing routine information and answering questions; responds to customer complaints/need for service (e.g., high water bills, low water pressure, water taste, color, odor); performs other related maintenance tasks and documents all work performed.
- 5% (3) Installs/maintains water/sewer inventory and software/GIS mapping software packages; maintains water/sewer atlases.
- (4) Remains informed of current City regulations and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and continuing education conferences.

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Working Title: Maintenance Specialist/
Equipment Operator

Employee Number:

(5) Maintains required licenses and/or certificates.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: water distribution systems maintenance, construction, and repair; sewer collection system maintenance, construction, and repair; water meter maintenance and repair; general construction maintenance and repair; heavy and medium duty equipment operation and maintenance; department policies and procedures;* community resources and services; local geographical area; public relations.

Skill in: computer operation; use of modern office equipment; water/sewer system mechanics; motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; calculate fractions, decimals, and percentages; read and record figures accurately; recognize unusual or threatening conditions and take appropriate action; respond to routine inquiries from public and/or officials; handle sensitive inquiries from and contacts with officials and general public; sort items into categories according to established methods; work alone on most tasks; cooperate with co-workers on group projects; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints; demonstrate physical agility; lift objects up to 125 pounds occasionally; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; identify and distinguish colors; operate

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Working Title: Maintenance Specialist/
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Employee Number:

heavy equipment; utilize cleaning materials; read street/water maps; write reports and maintain lists.

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma or GED or equivalent and two (2) to three (3) years experience or training in the construction, maintenance, repair, and/or inspection of water/wastewater lines. Possession of Class 1 Water Distribution Certification at the time of application or ability to obtain within 18 months of employment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Class A Commercial Driver's License with air brakes and tanker endorsement or must obtain within one year of employment and maintain it. Must have or obtain with 18 months of employment a Class 1 Distribution System certification.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
(FOR PURPOSES OF O.R.C. 4167)

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. Works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts).
6. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
7. Is exposed to possible injury from extremely noisy conditions above 85db.
8. Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
9. Is exposed to possible injury from hazardous waste.
10. Is exposed to possible injury due to unclean or unsanitary conditions.
11. Is exposed to possible injury as a result of electrical shock.
12. Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.

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- 13. Is exposed to possible injury as a result of falling from high places.
- 14. Has contact with potentially violent or emotionally distraught persons.
- 15. Has exposure to potentially vicious animals.
- 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 heavy traffic flow

PHYSICAL DEMANDS:

Heavy: lift, push, pull up to 50 – 100 pounds occasionally; 20 to 50 pounds frequently.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

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.

Employee Signature

Date

Appointing Authority

Date

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Working Title: Maintenance Specialist/
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Employee Number:

Human Resources Director

Date