

CITY OF RITTMAN

POSITION DESCRIPTION **Position Title:** Utilities Department Maintenance Technician

Dept./Div.: Utilities **Bargaining Unit Status:** Included **Reports to:** Utilities Director and

Supervisor **FLSA Status:** Non-Exempt

JOB

RESPONSIBILITIES:

Under general supervision of the Utilities Director, maintains the Wastewater Treatment Plant (WWTP) and performs general work at the Water Treatment Plant when needed as well as Collections at WWTP and Distribution at the Water Plant.

QUALIFICATIONS:

Completion of secondary education or equivalent; or an equivalent combination of training, education, and experience to provide the necessary knowledge, skills, and abilities to perform the job.

LICENSURE OR CERTIFICATION

REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy; must possess a valid Class A Commercial Driver's License or obtain one within one year of employment.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

Receives and executes work orders from Director and Supervisor. Operates light and heavy equipment with various attachments (e.g., front-end loaders, jet truck, backhoes, bucket trucks, dump trucks, plow trucks, etc.); monitors effectiveness of equipment and conveys information to supervisor; performs routine, basic maintenance on equipment and refers necessary equipment maintenance to City mechanic.

Performs all other duties assigned by immediate supervisor and Utilities Director (i.e., assists other divisions within the Utilities Department, fills in for employees within other Utility Department divisions when needed, maintains ability to perform essential duties of coordinate employees of the city, etc.). May perform duties of the Service Department, as needed.

Maintains required licensures and certification; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Must obtain a Class I WWTP license within the regulations of the AFSCME contract and the ability to obtain a Class III WWTP license.

Demonstrates regular and predictable attendance.

OTHER DUTIES AND

RESPONSIBILITIES: Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City and department goals and objectives;* City and department policies and procedures;* City Charter;* applicable City ordinances;* inventory control; electrical installation, maintenance, and repair; road construction, maintenance, and repair; general construction maintenance and repair; mechanical maintenance; vehicle maintenance and repair; traffic control; park and recreation facilities, equipment, and supplies; snow and ice removal; grounds maintenance and repair; grounds keeping; sanitary practices; local geographic area; land planning and layout of land, utilities, etc.; proper traffic control devices and signage and related regulations; principles, methods, equipment and materials used in the maintenance of parks, streets, buildings, grounds and vehicles; cemetery maintenance and management; workplace safety practices and procedures; maintenance and repair; basic heavy and medium duty equipment maintenance and repair; maintenance and construction principles; office practices and procedures; English grammar and spelling.

Skill in: use of modern office equipment, if applicable; basic carpentry; basic masonry; motor vehicle operation; use or operation of light to heavy equipment (e.g., jet truck, chainsaw, back-hoe, snow plow, etc.); grounds keeping instruments and/or materials utilization; use of bench and/or hand tools; basic use of mechanics' tools and equipment; snowplow operation.

Ability to: carry out simple instructions; carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare routine forms and correspondence; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; comprehend simple sentences with common vocabulary; understand a variety of written and/or verbal instructions; maintain records according to established procedures; cooperate with co-workers on group projects; answer routine telephone inquiries; develop and maintain effective working relationships; demonstrate physical endurance; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; utilize cleaning materials,

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computer, computer software/computer programs, printer, typewriter, calculator, communication devices, copy machine, fax machine, and other standard business office equipment, when applicable; vehicle, jet truck, backhoe, plow truck, loader; skid steer; hand tools, chain saw, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The incumbent is required to be available during non-business hours for inclement significant weather events and emergencies as determined by the City Manager and/or Utilities Director.

The employee is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., jet truck, plow truck, backhoe, loader); has exposure to hazardous driving conditions; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous gases, chemicals, flammables, or air contaminants; has exposure to hazardous waste; and contact with potentially violent or emotionally distraught persons. The employee lifts objects 50-75 lbs.; carries objects 50-75 lbs.; pushes objects 50-75 lbs.; pulls objects 50 lbs.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Please contact Michael Brown, Utilities Department Director at 330-925-2062 with any questions or email your resume to Joan Challinor at joanchallinor@rittman.com.