

JOB POSTING – Seasonal Maintenance Worker  
Non-Exempt  
Pay Range: \$14.45/hr - \$20.35/hr DOQ

Posted: June 10, 2022

Jefferson Water and Sewer District (JWSD) is seeking a Seasonal Maintenance Worker to complement our Operations Department. 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 new developments, system improvements, and utility extensions within the District service area.

The Seasonal Maintenance Worker is responsible for performing miscellaneous maintenance including painting; assisting with sanitary sewer lift stations; assisting with water and sewer line repairs; minor maintenance on equipment, grounds and buildings; general landscaping; general housekeeping; and performs other related duties as required. This position is seasonal, and employment occurs between May and October. Work hours will generally occur between 7:30am-4:00pm but may vary as needed.

Qualifications: High School Diploma or GED. Relevant experience may substitute for high school diploma.

To apply for the position, please visit the JWSD Careers Page at [www.jwsd.org/careers](http://www.jwsd.org/careers) and complete an employment application for the Seasonal Maintenance Worker. This position will remain open until filled.

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## 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
- Annual wage reviews to keep employee pay competitive within the water utility sector

For full-time, eligible employees, JWSD also offers:

- Opportunity for performance awards twice per year (July & December)
- Excellent medical, vision, dental, life and AD&D insurance at no cost. Family coverage is available at a reduced rate.
- Assistance with medical costs through a Health Reimbursement Arrangement (HRA) that pays for 70% 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 ½ of the employee contributions paid by JWSD after 1-year of employment, and the other ½ 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](mailto:customerservice@jwsd.org).



**Job Title:** Maintenance Worker (Seasonal)  
**FLSA Status:** Non-Exempt  
**Date Written:** 9/30/2021  
**Salary Range:** \$14.45/hr to \$20.35/hr

**Department:** Operations  
**Reports to:** Superintendent  
**Date Updated:** 06/10/2022

**Position Description:** Under general supervision, is responsible for performing routine manual labor; performs related duties as required.

**Education and Experience:** High School Diploma or GED. Relevant experience may substitute for high school diploma.

**Required Certificates, Licenses & Registrations:** Possession of a valid motor vehicle operator's license.

**Essential Duties and Responsibilities:**

Assists Operations Department staff with performing daily work assignments, including the following:

- Delivers water disconnection notices (tags) to residential & commercial customers
- Reads water meters
- Paints fire hydrants, buildings, or other facilities and equipment as necessary
- Assists with maintenance of sanitary sewer lift stations
- Assists repairing water and sewer lines
- Performs minor maintenance on equipment, grounds and buildings
- Performs general landscaping including raking leaves, mowing grass, weeding, edging, and trimming
- Maintains plants, waters flowers, shrubs, trees, and lawns
- Performs general housekeeping including sweeping, brooming, picking up trash, cleaning windows, straitening workstations or offices, and/or removing ice and snow from steps and walkways
- Cleans up work areas after the completion of work
- Lifts and moves heavy materials safely
- Drives vehicle to transport work materials
- Completes simple reports as required
- May operate powered hand tools such as saws and drills
- Performs all other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of how to use simple tools
- Ability to understand and follow oral and written instructions
- Ability to complete simple reports
- Ability to perform a variety of manual tasks
- Ability to work for prolonged periods under adverse climatic conditions

**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.