

The Ottawa County Sanitary Engineering Department currently has job openings for a full-time Maintenance Worker II position and a full-time Laborer position. Anyone wishing to apply for these positions should do so by submitting an application for employment to the Ottawa County Sanitary Engineering Department, Room 105, Courthouse Building, 315 Madison Street, Port Clinton, Ohio 43452, no later than 4:30 p.m., Friday, October 14, 2022. Applications and a copy of the job description for the position may be obtained at the Ottawa County Sanitary Engineering Department office or online at [www.co.ottawa.oh.us](http://www.co.ottawa.oh.us). Ottawa County is an Equal Opportunity Employer.

Publish: September 24, 2022

Maintenance II  
Wages - \$19.45 - \$24.31

Laborer  
Wages - \$13.96 - \$17.45

County Benefits

## OTTAWA COUNTY POSITION DESCRIPTION

<b>Job Title:</b>	Maintenance Worker II, Sanitary Engineering Department
<b>Reports to:</b>	Assistant Operations Manager, Sanitary Engineering
<b>Job Status:</b>	Classified FLSA Non-Exempt Full Time
<b>Salary Range:</b>	\$19.45 - \$24.31 per hour

### Job Summary

The Maintenance Worker II position in the Sanitary Engineering Department: performs a variety of skilled and semi-skilled tasks for the purpose of maintaining and repairing water/wastewater facilities, equipment and vehicles; operates heavy and special equipment; able to interpret basic engineering plans and specifications, assists in the construction of projects, and repair or fabrication of components when necessary.

### Essential Knowledge, Abilities and Skills, Education

- High school graduate or equivalent
- Ability to perform manual duties under adverse climatic working conditions
- Ability to work cooperatively with associates and public
- General maintenance and mechanical skills
- Knowledge of water and wastewater maintenance procedures
- Knowledge of computer systems and spreadsheet software.

### Essential Functions of the Position

1. Performs maintenance of water/wastewater systems; including the replacement of pumps, motors, meters, valves, fluids, and other mechanical or fixed components to ensure a safe and effective working condition
2. Responds to emergency situations to repair water and wastewater mains and equipment
3. Performs water taps
4. Replaces faulty water mains
5. Flushes water and sewer mains
6. Replaces/repairs faulty manholes
7. Locates, reads and repairs water meters as assigned
8. Maintains records reflecting readings and other pertinent data
9. Notes damage or missing meters and reports findings to initiate repairs
10. Performs electrical/mechanical maintenance or major repairs to vehicles/equipment
11. Rebuilds hydraulic systems
12. Repairs brakes and exhaust systems
13. Changes fluids, tunes engines
14. Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel , Access, GIS, GPS and meter reading software.
15. Replaces mechanical malfunctions and determines appropriate repairs procedure
16. Operates heavy equipment & machinery to assist in maintenance of water/sewer lines
17. Performs various manual tasks as necessary or required
18. Reads and interprets blueprints, basic engineering plans and specifications to assist in maintenance process
19. Maintains assigned vehicle, tools and test equipment for the purpose of ensuring availability of equipment

### Job Location

Work may be performed indoors in a shop area or out of doors in a field environment involving travel from site to site. Reporting location is the Danbury or Portage-Catawba Island Wastewater Treatment Plant.

**Equipment Used**

Various trucks including sewer cleaning trucks, dump trucks, pickup trucks, vans; trailers, backhoes, generators, compressors, sandblasters, forklifts, test equipment, computers, calculators, radios and various other hand and power tools.

**Physical Requirements**

The work involves lifting, carrying, pushing, pulling, climbing, balancing, kneeling, crouching, crawling, driving, typing, reading, writing and communicating with others. The job is performed in various temperature extremes and under certain hazardous conditions involving exposure to wastewater, chemicals and other situations that can present a risk of injury and/or illness; must be able to lift objects up to 100 pounds; must be able to work a staggered or alternating shift schedule; on-call duty rotations and emergency call outs at any hour of the day.

**Critical Skills/Expertise**

- Valid Ohio Driver’s License upon hire
- Ability to secure a Commercial Driver’s License within 12 months
- Ability to secure a Water Distribution I and Wastewater Collection I License within 30 months

**Other Responsibilities**

Other related functions and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**ACKNOWLEDGMENT**

“I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.”

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Supervisor’s Signature

\_\_\_\_\_  
Date

## OTTAWA COUNTY POSITION DESCRIPTION

<b>Job Title:</b>	Laborer, Sanitary Engineering Department
<b>Reports to:</b>	Assistant Operations Manager, Sanitary Engineering Department
<b>Job Status:</b>	Classified FLSA Non-Exempt Full Time
<b>Salary Range:</b>	\$13.96 - \$17.45 per hour

### Job Summary

The Laborer position in the Sanitary Engineering Department performs various semi-skilled maintenance tasks to water/wastewater systems, grounds and equipment tasks.

### Essential Knowledge, Abilities and Skills, Education

- High school graduate or equivalent
- Ability to perform manual duties under adverse climatic working conditions
- Ability to work cooperatively with associates and public
- General maintenance skills

### Essential Functions of the Position

1. Performs various semi-skilled maintenance tasks involved with water/wastewater systems, including assisting others with the replacement of pumps, motors, meters, valves, fluids, and other mechanical or fixed components to ensure a safe and effective working condition
2. Assisting to repair water and wastewater mains and equipment during emergency situations
3. Assisting in the installation of water taps
4. Assisting in the replacement of faulty water mains
5. Assisting with the flushing of water and sewer mains
6. Assisting with the replacement/repairs of faulty manholes
7. Assisting with the locates, reads and repairs of water meters as assigned
8. Assisting to maintain records reflecting readings and other pertinent data
9. Notes damage or missing meters and reports findings to initiate repairs
10. Assisting with electrical/mechanical maintenance or major repairs to vehicles/equipment
11. Assisting with hydraulic system rebuilds
12. Repairs brakes and exhaust systems
13. Changes fluids, tunes engines
14. Replaces mechanical malfunctions and determines appropriate repairs procedure
15. Performs various manual tasks as necessary or required
16. Reads and interprets blueprints, basic engineering plans and specifications to assist in maintenance process
17. Maintains assigned vehicle, tools and test equipment for the purpose of ensuring availability of equipment

### Job Location

Work may be performed indoors in a shop area or out of doors in a field environment involving travel from site to site. Reporting location is the Danbury Wastewater Treatment Plant.

### Equipment Used

Various trucks including sewer cleaning trucks, dump trucks, pickup trucks, vans; trailers, backhoes, generators, compressors, sandblasters, forklifts, test equipment, computers, calculators, radios and various other hand and power tools

### Physical Requirements

The work involves lifting, carrying, pushing, pulling, climbing, balancing, kneeling, crouching, crawling, driving, typing, reading, writing and communicating with others. The job is performed in various temperature extremes

and under certain hazardous conditions involving exposure to wastewater, chemicals and other situations that can present a risk of injury and/or illness; must be able to lift objects up to 100 pounds.

**Critical Skills/Expertise**

- Valid Ohio Driver’s License upon hire
- Able to secure a Commercial Driver’s License within 24 months

**Other Responsibilities**

Other related functions and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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Employee’s Signature

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Date

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Employee’s Supervisor’s Signature

\_\_\_\_\_  
Date