

**The Village of Gratis  
404 Harrison Street  
Gratis, OH 45330  
(937) 787-3728**

**JOB TITLE:** Water 1 & Wastewater 1 Superintendent

**STATUS:** Full Time/Hourly

**REPORTS TO:** Village Administrator

**Nature of Work:**

Performs a variety of skilled and semi-skilled tasks in maintenance work, and operates equipment in the construction, operation, repair, and maintenance of our village utility plants and system as Operator of Responsible Charge.

**Required Training and Experience:**

- Preferred: High School diploma or GED equivalent
- Possession of or ability to obtain and maintain a valid State Driver's License
- Skill in operation of motorized vehicles and equipment such as dump truck, pickup truck, mowers, snowplow, tractor, street sweeper, tamper, plate compactor, saws, common hand tools, shovels, wrenches, mobile radio, phone
- OEPA class 1 water operator license
- OEPA class 1 wastewater operator license
- Ability to read and interpret basic maps and blueprints
- Ability to communicate effectively both verbally and in writing
- Ability to understand and carry out written and oral instructions
- Ability to establish and maintain effective working relationships with employees, other departments, and the public

**Physical Demands:**

- Requires the physical conditioning to operate motorized equipment and vehicles
- Ability to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms
- Ability to talk, hear, stand, walk, climb stairs or ladders, balance, stoop, kneel, crouch or crawl, and smell

- Ability to frequently lift, hold and carry 25 pounds and occasionally up to 100 pounds
- 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.

- Regularly works in outside weather
- Regularly works near moving mechanical parts
- Frequently exposed to wet and/or humid conditions and vibrations
- Occasionally works in high, precarious places
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risks of electrical shock.
- The noise level in the work environment can be loud
- The employee may be required to work early morning, overnight, or weekend hours dependent on workload factors, in addition to normally scheduled hours

**Duties and Responsibilities:**

- Will work in class 1 wastewater plant and class 1 water plant as ORC
- Contact residents and business owners in area where service interruptions will impact them and represents the Village in a positive manner in these situations
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Perform routine inspections and preventive maintenance on assigned equipment and report defects or needed repairs to Village Administrator
- Perform all duties in conformance to appropriate safety and security standards
- Prepare and submit reports and correspond with regulatory agencies
- Read and install radio-read water meters
- Assist in inspections of laterals and service connections
- Drug free

- Other duties as assigned

**Schedule and Compensation:**

- Regular work schedule will be 7am to 3 pm, Monday through Friday and 2-hour plant checks every other weekend
- The Village offers a competitive rate of compensation commensurate with experience

**How to Apply and Contact:**

- Interested persons may submit a resume and cover letter identifying qualifications to: Village of Gratis, c/o Mayor, P.O. Box 574, Gratis, OH 45330.
- Resumes accepted until position is filled, with review starting Monday, April 25, 2022.

**The Village of Gratis is an Equal Opportunity Employer.**