

JOB DESCRIPTION

Village of Yellow Springs An Equal Opportunity Employer

<u>Title:</u>	Utility Service Worker I – Street, Parks, Wastewater Collection
<u>Reports To:</u>	Superintendent – Street Wastewater Collection and Parks
<u>Employment Status:</u>	Full-time
<u>FLSA Status:</u>	Non-exempt
<u>Pay Level:</u>	7 *See Advancement – Page 5

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Training and/or experience which evidences the basic knowledge of general maintenance and repair techniques.
3. Commercial Driver’s License (CDL) with a class B endorsement (must be acquired by the end of six (6) month probationary period).
4. Valid Ohio driver’s license.

GENERAL DESCRIPTION:

Under general direction, performs a variety of semi-skilled labor tasks in maintaining public streets, sewer and parks systems; and properties; operates light to heavy equipment in performing assigned duties.

ESSENTIAL FUNCTIONS:

1. Performs a variety of semi-skilled labor tasks (e.g., carpentry, landscaping, painting, cement, etc.)
2. Performs a variety of skilled labor tasks (e.g., street repairs, street signs and markers, snow/ice removal, park maintenance, black topping, leaf/tree removal, sewer line and catch basin installation and repair, etc.).
3. Operates equipment (e.g., dump truck, front-end-loader, grader, rollers, backhoes, manual tools, power tools, etc.).
4. Performs routine maintenance or minor repair to equipment (e.g., lubricates, cleans, etc.).
5. Performs wastewater system and storm sewer system, maintenance and repairs.

JOB DESCRIPTION

Village of Yellow Springs An Equal Opportunity Employer

6. Lifts up to eighty (80) pounds a distance of thirty (30) yards.
7. Inventories department equipment, supplies, and materials.
8. Inspects designated Village facilities.
9. Follows all department safety practices and procedures.
10. Attends safety meetings or seminars.
11. Subject to being on call twenty-four (24) hours a day, seven (7) days a week.
12. Maintains valid driver's license.
13. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

1. Attends workshops or seminars related to duties performed.
2. Demonstrates and maintains satisfactory public relations.
3. Assists other Village departments and employees in performing their duties.
4. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Village policies and procedures; safety practices and procedures; road construction, maintenance, and repair; general construction, maintenance, and repair; sewer construction, maintenance, and repair; tools used in maintenance and construction; wastewater collection systems, storm sewer systems construction and maintenance.

Skill in: general painting, carpentry and masonry; operation of dump truck, backhoe, roller, paving box, snowplow, and trencher; power tools; two-way radio.

Ability to: interpret policies, procedures, and regulations; carry out simple instructions; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; communicate effectively; recognize safety warnings; read individual words; develop and maintain effective working relationships; lift up to 80 pounds a distance of 30 yards; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; operate hand tools, work safely; exhibit and maintain satisfactory work ethics and public relations.

JOB DESCRIPTION

Village of Yellow Springs
An Equal Opportunity Employer

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee must negotiate, use, or work with or in the vicinity of:

1. Floor openings, platforms and runways; stairs.
2. Fixed industrial stairs.
3. Portable metal ladders.
4. Fixed ladders
5. Noisy operations or activities.
6. Compresses gases (argon).
7. Acetylene.
8. Oxygen
9. Flammable and combustible liquids.
10. General requirements for use, care, and limitations of personal protective equipment.
11. Fall protection for employees system requirements to eliminate fall hazard.
12. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
13. Respiratory protection due to potential exposure to airborne contaminants.
14. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to present).
15. Hand Protection.
16. Machines and equipment which could accidentally become energized (lockout/tagout).

JOB DESCRIPTION

Village of Yellow Springs An Equal Opportunity Employer

17. Electrical protective devices (such as rubber gloves) to prevent electrical shock.
18. Powered industrial truck
19. Derrick.
20. General requirement for safe use of tools and guarding.
21. Hand and portable tools.
22. Guarding of portable power tools.
23. Jack stands.
24. Oxygen-fuel gas welding and cutting.
25. Arc welding and cutting.
26. Air Contaminants.
27. Lead, including lead based paints or lead from other sources.
28. Human blood or other potentially infectious materials.
29. Hazardous chemicals.
30. Construction activities.
31. Fall Protection – Construction
32. Vehicle on construction site.
33. Construction-type material handling equipment.
34. Excavations activities.

JOB DESCRIPTION

Village of Yellow Springs
An Equal Opportunity Employer

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Has exposure to potentially vicious animals.
2. Has exposure to life threatening situations.
3. Has exposure to hot, cold, wet, humid or windy weather conditions.
4. Has exposure to hazardous driving conditions.
5. Has exposure to shaking objects or surfaces.
6. Has exposure to exhaust from trucks and machinery.

ADVANCEMENT:

One must obtain a CDL Class B License; obtain relevant job experience and receive satisfactory evaluations by supervisor, to be considered for Utility Worker II.

PERFORMANCE EVALUATION:

Per the Village of Yellow Springs Policy Manual.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Village Manager or designee.

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee' Signature and Date