
City of Chardon
Job Description

Title - Water and Sewer Maintenance Worker

STATUS: Non-Exempt

REPORTS TO: Superintendent of Water and Sewer and/or Water and Sewer Foreman

PAY PLAN: AFSCME

PAY GRADE: 1

REVISION DATE: September, 2018

PURPOSE OF POSITION:

This is manual work involving the maintenance and operation of the City's water and wastewater facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Checks well fields and water towers for proper operation including checking for leaks, water level, pressure, chlorine, fluoride, phosphate and other dosages as needed.
- Observes operation of mechanical equipment for proper working conditions and notifies superiors of operation irregularities.
- Obtains water and wastewater samples for testing by City employees or contractors.
- Installs, reads and repairs water meters; performs check on water meters for accuracy; repairs, installs, replaces and services fire hydrants, water mains, service lines, sanitary sewer mains, laterals and appurtenances.
- Constructs meter pits; performs concrete and masonry work. Checks and maintains water and wastewater pumping stations.
- Operates, maintains and repairs motor equipment and equipment at water and wastewater facilities.
- Performs maintenance on wells, pump stations, towers, wastewater plant; maintains grounds and buildings of the Division.
- Removes dry sludge; sandblasts and paints Division equipment, buildings, and signs.
- Responds to emergencies of other divisions and others as may be required.
- Assists other divisions or departments as directed.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school (or GED).

Minimum of one (1) year of experience in a public works or public service department with considerable experience in water and sewer systems - preferred.

Possession of a valid State of Ohio Commercial Driver's License or ability to obtain upon hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently following directions of supervisor.
- Ability to learn the operation of motor equipment and equipment at the water and wastewater facilities.
- Ability to exercise safety requirements and practices of the construction, excavation and municipal services trades and in handling potentially dangerous chemicals and equipment.
- Ability to work under adverse conditions and cope with an irregular work schedule.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold. Work is generally outdoors.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.