



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION WILL BE FILLED DEPENDING ON QUALIFICATIONS

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: WATER DISTRIBUTION WORKER I OR II

DEPARTMENT: WATER AND SEWER DEPARTMENT

PROBATIONARY RATE:

| | |
|------------------------------|-------------------------|
| WATER DISTRIBUTION WORKER I | \$14.81/HOUR (365-DAYS) |
| WATER DISTRIBUTION WORKER II | \$16.20/HOUR (365-DAYS) |

PAY RANGE:

| | |
|------------------------------|-----|
| WATER DISTRIBUTION WORKER I | #13 |
| WATER DISTRIBUTION WORKER II | #15 |

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JULY 11, 2018.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JULY 20, 2018.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Water Distribution Worker I **Incumbent:**

Class Title:

| | | | |
|--------------------|-------------------------------|------------------------------|------------|
| Department: | Water/Sewer | FLSA Status: | Non-exempt |
| Reports To: | Maintenance Superintendent | Civil Service Status: | Classified |
| Pay Range: | #13 | Employment Status: | Full-time |
| Probation: | 365 Days | Lunch: | Unpaid |
| Work Hours: | 40 hours per week | | |

JOB RESPONSIBILITIES:

Under general supervision, performs various skilled, semi-skilled and unskilled tasks to assist with installation, maintenance and repair of water meters, water mains, sewers, wells, pump stations and appurtenances; operates various equipment including backhoe as needed; reads water meters; performs other related duties.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Knowledge of water and sanitary sewer maintenance and repair; knowledge of operation and maintenance procedures and techniques of water meters, water service laterals and appurtenances; demonstrate an ability to operate medium construction equipment.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Operates light motorized equipment (e.g., dump truck, boring machine, vibratory compactor, skid loader, jackhammer, etc.) to dig and move materials.
2. Assists with the installation and repair of water mains, hydrants, meter pits and other related appurtenances.
3. Performs unskilled, semi-skilled tasks to assist with installation, maintenance and repair of water mains, meter pits, sanitary sewers, pump stations and wells (e.g., repairs leaks; replaces gate valves at pump station; repairs water towers and wells; installs and repairs service lines and meters; restores streets, lawns, sidewalks, driveways, etc. to original condition).

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

4. Services and performs minor maintenance and repair on equipment operated (e.g., greases, performs oil and filter changes, checks fluid levels, checks lights, etc.).
5. Performs maintenance and custodial tasks at various department buildings (e.g., painting, cleaning, etc.).
6. Locates, tests and maintains water mains, meters, sanitary sewers, hydrants, valves and manholes and submits measurements and locations.
7. Fills cisterns and pools and collects fees for services rendered.
8. Utilizes tools (e.g., valve wrench, pipe wrench, assorted hand tools and yard tools, etc.).
9. May be required to work independently or as part of group to accomplish tasks associated with maintenance.
10. May be subject to twenty-four (24) hour call for emergencies and scheduled maintenance.
11. Ability to work in inclement weather conditions and environments associated with maintenance work.
12. Must be able to lift a minimum of fifty (50) pounds in the performance of this position.
13. Demonstrates a regular and predictable attendance.
14. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Interprets water meters, as required and performs read-outs.
2. Investigates customer complaints (e.g., unusual usage, leaks in homes, meter pits, fittings, etc.).
3. Installs meters for new services and pulls, checks and rebuilds meters as requested.
4. Performs meter readings necessary for billing and performs meter tests.
5. Cleans backwash drying beds.
6. Trains new employees and provides guidance for seasonal employees.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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7. Delivers overdue notices and picks up collections as requested.
 8. Maintains inventory records as required by supervisor.
 9. Maintains records, service orders and other pertinent paperwork as required by supervisor.
 10. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: water and sewer system maintenance, procedures and methods; traffic laws governing motorized equipment operation; safety practices and procedures; tools used in waterline maintenance operations; equipment maintenance and procedures; public relations.

Ability to: exercise sound judgement; follow instructions; perform tasks for extended periods of time under adverse conditions; cooperate with co-workers on work project; define problems, collect data, establish facts and draw conclusions; resolve complaints from citizens; utilize standard mechanics tools; diagnose minor mechanical problems; perform routine labor tasks; deal with irate citizens.

Skill in: water and sewer maintenance; equipment maintenance; safe equipment operation.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:

Date Revised:

posdes.24

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Water Distribution Worker II Incumbent:

Class Title:

| | | | |
|--------------------|---------------------------------------|------------------------------|-------------------|
| Department: | Water/Sewer | FLSA Status: | Non-exempt |
| Reports To: | Maintenance Superintendent | Civil Service Status: | Classified |
| Pay Range: | #15 | Employment Status: | Full-time |
| Probation: | 365 Days | Lunch: | Unpaid |
| Work Hours: | 40 hours per week | | |

JOB RESPONSIBILITIES:

Under general supervision, performs various skilled, semi-skilled and unskilled tasks to assist with installation, maintenance and repair of water meters, water mains, sewers, wells, pump stations and appurtenances; operates various equipment including backhoe as needed; reads water meters; performs other related duties.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education or equivalent with knowledge of water and sanitary sewer maintenance and repair; knowledge of operation and maintenance procedures and techniques of water meters, water service laterals and appurtenances; demonstrate an ability to operate medium construction equipment.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

Valid Commercial Driver's License with the appropriate class with the appropriate endorsement(s)

ESSENTIAL FUNCTIONS:

1. Operates light motorized equipment (e.g., dump truck, backhoe, boring machine, vibratory compactor, skid loader, jackhammer, etc.) to dig and move materials.
2. Assists with the installation and repair of water mains, sanitary sewers, hydrants, meter pits and other related appurtenances.
3. Performs unskilled, semi-skilled tasks to assist with installation, maintenance and repair of water mains, meter pits, sanitary sewers, pump stations and wells (e.g., repairs leaks; replaces gate valves at pump station; repairs water towers and wells;

**WARREN COUNTY COMMISSIONERS
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- installs and repairs service lines and meters; restores streets, lawns, sidewalks, driveways, etc. to original condition).
4. Services and performs minor maintenance and repair on equipment operated (e.g., greases, performs oil and filter changes, checks fluid levels, checks lights, etc.).
 5. Performs maintenance and custodial tasks at various department buildings (e.g., painting, cleaning, etc.).
 6. Locates, tests and maintains water mains, meters, sanitary sewers, hydrants, valves and manholes and submits measurements and locations.
 7. Fills cisterns and pools and collects fees for services rendered.
 8. Utilizes tools (e.g., valve wrench, pipe wrench, assorted hand tools and yard tools, etc.).
 9. May be required to work independently or as part of group to accomplish tasks associated with maintenance.
 10. May be subject to twenty-four (24) hour call for emergencies and scheduled maintenance.
 11. Ability to work in inclement weather conditions and environments associated with maintenance work.
 12. Must be able to lift a minimum of fifty (50) pounds in the performance of this position.
 13. Demonstrates a regular and predictable attendance.
 14. Maintains a Commercial Driver's License with the appropriate class and endorsement(s).
 15. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

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(Employee's Signature)

(Date)

Date Adopted:

Date Revised: