



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

JOB CLASSIFICATION TITLE: SEWER COLLECTIONS WORKER I OR II

DEPARTMENT: WATER AND SEWER DEPARTMENT

PROBATIONARY RATE:

WATER DISTRIBUTION WORKER I	\$21.00/HOUR (365-DAYS)
WATER DISTRIBUTION WORKER II	\$24.00/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 JANUARY 26, 2024.

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 WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Sewer Collections Worker **Incumbent:**
Worker I

Class Title:

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

JOB RESPONSIBILITIES:

Under general direction, cleans and inspects sanitary sewers, operates and maintains sewer cleaning and inspection equipment; maintains sewer cleaning and inspection records; performs other related duties as assigned.

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 and one (1) year experience in sewer systems maintenance or equivalent combination of training and/or experience which evidences a basic knowledge of sewer system maintenance and operations, safety practices and procedures and/or equivalent combination of training and/or experience. Prior to and annually during employment, must pass a cardio-pulmonary medical exam and a respirator fit test; must be clean shaven (e.g., no beard or goatee).

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License.

ESSENTIAL FUNCTIONS:

1. Travels to, gains access to standard manhole, and performs some duties in confined spaces to clean and inspect sanitary sewers and lift stations.
2. Observes and interprets gauges and control panels necessary to determine need for adjustment in the sewer cleaning process.
3. Assist in repair and maintenance of sanitary sewers, forcemains, and laterals.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Sewer Collections Worker **Incumbent:**
Worker II

Class Title:

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

JOB RESPONSIBILITIES:

Under general direction, cleans and inspects sanitary sewers, operates and maintains sewer cleaning and inspection equipment; maintains sewer cleaning and inspection records; performs other related duties as assigned.

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 and one (1) year experience in sewer systems maintenance or equivalent combination of training and/or experience which evidences a basic knowledge of sewer system maintenance and operations, safety practices and procedures and/or equivalent combination of training and/or experience. Prior to and annually during employment, must pass a cardio-pulmonary medical exam and a respirator fit test; must be clean shaven (e.g., no beard or goatee).

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License.
Valid CDL Class B License with N endorsements

ESSENTIAL FUNCTIONS:

1. Travels to, gains access to standard manhole, and performs some duties in confined spaces to clean and inspect sanitary sewers and lift stations.
2. Observes and interprets gauges and control panels necessary to determine need for adjustment in the sewer cleaning process.
3. Assist in repair and maintenance of sanitary sewers, forcemains, and laterals.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 2 of 3

4. Maintains logs and records meter and gage readings.
5. Maintains records on sewers cleaned, and sewers to be cleaned.
6. May operate sewer cleaning and inspection equipment under the direction of Operations Foreman.
7. May clean and maintain sewer cleaning equipment in good operating condition.
8. Lifts heavy pumps, portable generators, chemicals, etc. up to 100 pounds, and performs general maintenance on sewer cleaning equipment (e.g., lubricates pumps and motors, adjusts belts, replaces inoperative parts and equipment when necessary, etc.).
9. Cleans and paints equipment and facility, plows snow, mows grass, cuts weeds, etc.
10. Operates truck to transport equipment and supplies to work locations.
11. Operates valves.
12. Must annually pass a cardio-pulmonary medical exam and a respirator fit test.
13. Competent person per OSHA regulations.
14. Demonstrates a regular and predictable attendance.
15. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Communicates with public and industries regarding inquiries and complaints.
2. Performs other duties as required by supervisor.

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

Knowledge of: inspection and testing techniques; safety practices and procedures; operation and maintenance of sewer system; equipment utilized in cleaning testing and maintaining sanitary sewers; equipment maintenance techniques; computer operation.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 3 of 3

Ability to: deal with problems involving few variables within a familiar context; work alone on most tasks; recognize unusual or threatening conditions and take appropriate action; follow instructions; maintain accurate records; lift heavy equipment to 100 pounds; enter into and work within standard manhole.

Skill in: utilizing tools and equipment used in cleaning and maintenance of sewer system; performing minor mechanical repairs; motor vehicle operations.

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.182

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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(Employee's Signature)

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Date Revised:
Posdes 182