



## JOB DESCRIPTION

Job Title: Labor, Water & Wastewater Worker  
Department: Utility Department  
Reports to: Chief of Water and Wastewater

### **POSITION SUMMARY:**

The Labor-Water and Wastewater Worker is an employee of the Village of Ashville. The employee performs maintenance tasks as a group or alone at a job site. The work assignment may be on a continual or intermittent basis with a regular schedule. Job requires employee to follow clearly prescribed work methods and safety practices. Employee may be requested and can perform work duties in response to other emergency conditions.

### **ESSENTIAL JOB FUNCTIONS**

#### **Labor and Maintenance Functions**

1. Assists with the maintenance, repair and custodial work of Village facilities, equipment, and vehicles.
2. Maintains a variety of records of inspections, maintenance activities, etc.; insures proper operation and maintenance of equipment and tools by cleaning equipment and tools after use.
3. Maintain and repairs to street lighting, signs, traffic control devices, brush and leaf removal, etc.
4. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned
5. Performs general plumbing, masonry, electrical, and carpentry work
6. Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; assists in the maintenance of traffic control devices
7. Inspects and/or repairs streets and storm drainage system at frequent intervals to insure that all aspects of the systems are functioning properly
8. Performs street and utility maintenance and repair tasks, including asphalt or pavement repair and maintenance and storm sewer repair and maintenance, cleans storm drops
9. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, and sand, etc.; operates heavy motorized equipment such as graders, rollers, and backhoe; operates front end loader to load sand, gravel and other construction materials into dump truck; operates backhoe to dig ditches; operates tractor and bush hog to mow grass, weeds light brush along roads and ditches
10. Operates chain saw to cut trees and bushes; uses jackhammer to break up road surfaces; operates electric welder to make repairs to Village structures or equipment
11. Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, pipe repairing, and laying backfill
12. Drives and operates snow plow to scrape snow and ice from Village streets; spreads cinders, salt, and/or sand to melt ice and improve traction and help make streets safe and passable
13. Operates a variety of power construction and maintenance equipment used in the service department.
14. Maintains basic work records reflecting work performed, materials used, problems encountered and other required information; maintain daily work logs.

#### **Water Operator Functions**

15. Knowledge of modern principles, practices and techniques of water collection and treatment, disinfection.
16. Knowledge of and ability to operate materials and equipment used in the full range of water systems operations, maintenance, and repair.

17. Reviews technical journals and other data and disseminates information to employees.
18. Observe and monitor assigned plant operations and record data from control room meters, gauges and recording chart readings. Report malfunctions and unusual trends or conditions to supervisor. Will act quickly and competently making corrections and report the action taken.
19. Adjusts flow through the plants to maintain adequate water for peak demands, for fire protection, short-term emergency situation, and for human consumption.
20. Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps.
21. Monitors and repairs plant equipment including cleaning and servicing and performing annual inspections. Specifically performing routine maintenance on equipment, such as lubrication, oil changes and belt changes. Assist in routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors and related equipment.
22. Checks and adjusts various chemical feed equipment as needed.
23. Controls total water storage levels and pumping and plant production rates, in accordance with operational strategies developed by the Water Service Department.
24. Performs daily testing as required by the OEPA and adjust process controls accordingly.
25. Collect raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepare samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Performs lab duties for water facilities which include: phosphates, total solids, total suspended solids, Ph's, ammonia, nitrates, chlorine residual, fluoride, fecal coliform, bacti's, turbidity, in accordance with established procedures, and temperatures. Maintain appropriate records.
26. Sends samples to laboratory for analysis. Maintain appropriate records.
27. Documents daily water deliveries.
28. Perform plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes: inspection, cleaning and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows and mowing and trimming lawns.
29. Maintenance of department vehicles.
30. Attends safety meetings and follows safety precautions according to OSHA standards. As requested, serve as plant safety representative. Duties include evaluating safety-related equipment or procedures and making recommendations; maintaining Material Safety Data Sheets (MSDS) and inventories; scheduling and arranging safety training classes and monitoring adherence to departmental safety policies, including making sure one operator is designated the safety leader on each work project.
31. Wear Self Contained Breathing Apparatus (SCBA) as required for confined space entry.
32. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
33. Maintains working relations with industrial and residential customers; receives and handles customer complaints and water service problems; monitors meter reading and activities and issues as it relates to water.
34. Notifies facility supervisors of equipment malfunctions.
35. Makes recommendations to the Service Superintendent or Village Administrator regarding departmental policies and procedures.
36. Attends staff meetings; attends and makes presentations to council meetings as required.
37. Prepares and maintains required records and reports.
38. Attends seminars and training sessions on water operations.
39. May be called for service on irregular hours.
40. Carry a cell phone while on standby duty, which are a 7-day, 24 hour sewer and water department.
41. Assists in reading of water meters and the maintenance of water meters.
42. Locates and repairs water and sewer mains.
43. Establish and maintain a cooperative working relationship with those contacted in the course of work.

## **Waste Water Operator Functions**

44. Knowledge of modern principles, practices and techniques of wastewater collection and treatment, disinfection.
45. Knowledge of and ability to operate materials and equipment used in the full range of wastewater systems operations, maintenance, and repair.
46. Read meters and gauges correctly and to act quickly and competently.
47. Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps.
48. Make routine adjustments and minor repairs to motors, pumps, and other equipment.
49. Monitors and repairs plant equipment including cleaning and servicing final clarifiers and performing annual inspections.
50. Sludge judges primary and final clarifiers daily.
51. Records daily flow of influent, waste and return sludge.
52. Transfers sludge on a daily basis.
53. Maintains and operates sludge thickening equipment.
54. Records dissolved oxygen levels at various locations in the facilities.
55. Maintains back-up generator.
56. Performs daily testing of influent and effluent as required by the MPCA and adjust process controls accordingly.
57. Performs lab duties for water/wastewater facilities which include: BOD's, phosphates, total solids, total suspended solids, Ph's, ammonia, nitrates, chlorine residual, fluoride, fecal coliform, bacti's, and temperatures.
58. Sends samples to laboratory for analysis.
59. Perform and interpret tests and adjust operators accordingly.
60. Performs routine plant housekeeping chores such as cleaning and painting.
61. Performs grounds maintenance and maintenance of all Department vehicles.
62. Attends safety meetings and follows safety precautions according to OSHA standards.
63. Maintains working relations with industrial and residential customers; receives and handles customer complaints and wastewater service problems; monitors meter reading and billing activities and issues as it relates to waste water.
64. May be called for service on irregular hours.
65. Carry a cell phone while on standby duty, which is a 7-day, 24 hour sewer and water department.
66. Assists in reading of water meters and the maintenance of water meters.
67. Inspects lift stations for proper operation of motors and pump.
68. Establish and maintain a cooperative working relationship with those contacted in the course of work.

### **General Function**

69. Provides positive customer services, external and internal.
70. Performs all duties in conformance with appropriate safety and security standards.
71. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
72. Flexibility in receiving and performing work assignments.
73. Participate in Continuing Quality Improvement.
74. Attend continuing education inservices, as needed.
75. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, Chief of Water and/or Wastewater and/or designee.

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

### **COMMUNICATIONS**

**INTERNAL:** Full-time Staff, Utility and Service Department Superintendent, Village Administrator, and Mayor.

**EXTERNAL:** Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

## **EXPERIENCE AND QUALIFICATIONS**

### Minimum Qualifications:

1. High school diploma or GED equivalent
2. Plus one to two years relevant work experience, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
3. Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data

### Special Requirements:

1. A valid Ohio Driver's License
2. CPR/First Aid certification or ability to acquire within six months

### Tools and Equipment Used:

Motorized vehicles and equipment, including dump truck, snow plow, pickup truck, utility truck, tractor, lawn mower, bush hog, tamper, saws, pumps, propane kettle, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and telephone, electric welder, jackhammer, small motorized equipment, etc.

### Knowledge Skills:

1. Knowledge of maintenance equipment and operating methods; preventive maintenance and operating methods; facility, materials and procedures used in maintenance, construction and repair activities; traffic laws; standard safety practices
2. Skill in operation of some of the listed tools and equipment
3. Ability to follow instructions, perform manual labor for extended periods of time under varying weather and other adverse conditions; follow and apply safety practices to practical work situations; maintain good working relations with the general public; push, pull, lift and move objects; maintain basic work records; exhibit a mechanical aptitude; exercise sound judgment when driving in snow and slippery road conditions.

## **PHYSICAL REQUIREMENTS**

1. Frequently gets into and out of trucks and other equipment
2. May sit for extended periods of time when operating equipment
3. May walk or climb over ditches or other rough terrain, balance, stoop, kneel, crouch, crawl, or stand for extended periods of time
4. Commonly lifts or exerts physical effort in moderate to heavy work and may experience excessive vibrations when operating jackhammer, chain saw and possibly other light motorized equipment
5. Must have the visual and physical ability to safely operate light motorized equipment, including good reaction times
6. Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus
7. Ability to lift or move objects up to 75 pounds
8. Ability to deal effectively with stress.
9. General good health. External applicants, as well as position incumbents who become AD disabled, must be able to perform the essential job functions, either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

### **MANAGEMENT APPROVAL**

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<b>UTILITY DEPARTMENT</b>	<b>DATE</b>
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<b>VILLAGE ADMINISTRATOR/MAYOR</b>	<b>DATE</b>
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### **EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand, and will perform, the duties and requirements specified in this job description.

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<b>EMPLOYEE</b>	<b>DATE</b>
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