

Job Title:	Labor, Utility Worker	Job Category:	Utility Laborer
Department/Group:	Utility Department	Status	Non-exempt The federal Fair Labor Standards Act (FLSA)
Location:	3219 St. Rt. 752 & 140 Park St.	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Full-time
HR Contact:	Utility Supervisor	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php?option=com_content&view=article&id=117&Itemid=54		
Internal posting URL:	http://www.ashvilleohio.gov/index.php?option=com_content&view=article&id=117&Itemid=54		

Applications Accepted By: Currently Vacant

FAX OR E-MAIL: (740) 983-4703 akehoe@ashvilleohio.gov & jwelsh@ashvilleohio.gov Attention: Adam Kehoe, Wastewater & James Welsh, Water	MAIL: Chief of Water and Chief of Wastewater, Village of Ashville P.O. Box 195 200 East Station Street, Ashville Ohio 43103
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Job Description

POSITION SUMMARY:

The Utility Department Unlicensed Operator Worker is an employee of the Village of Ashville. The employee performs utility tasks as a group or alone at a job site. This position can be a transition position to Licensed Operator. 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

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.

Utility Department Functions

- 1 Under Operators direction monitors assigned plant operations, record data from control room meters, gauges, recording chart readings. Reports malfunction, unusual trends, or conditions. Will act quickly & competently in making corrections and report them to the appropriate operator.
- 2 Under operator's instruction will adjusts flow through the plants to maintain adequate water for peak demands, for fire protection, short-term emergency situation, and for human consumption.
- 3 Under the direction of Operator monitors & repairs plant equipment including cleaning, servicing, & performing annual inspections. Specifically performing routine maintenance on equipment, lubrication, oil changes and belt changes.
- 4 Under Operators direction performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors and related equipment.
- 5 Under the direction of the Operator will perform daily testing as required by the Federal, State, and Local laws and/or regulations (EPA) and adjust process controls accordingly.
- 6 Under Operators direction inspects, cleans & maintains tanks; corrosion control of plant piping & valves; structural concrete repairs; scraping & painting; carpentry; plumbing; minor electrical repairs; mopping & waxing floors; & cleaning windows
- 7 Attends safety meetings and follows safety precautions according to OSHA standards. Duties include understanding safety-related equipment or procedures and making recommendations; knowing Material Safety Data Sheets (MSDS)
- 8 Wear Self Contained Breathing Apparatus (SCBA) as required for confined space entry.
- 9 Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- 10 Maintains working relations with industrial and residential customers; receives and handles customer complaints and water/wastewater service problems;
- 11 Under Operators direction flushes hydrants, set to grade. Assist in repairing leaks. Take samples from distribution lines. Adjust valves and appurtenances.
- 12 Notifies facility supervisors of equipment malfunctions.
- 13 Makes recommendations to the Licensed Operator or Village Administrator regarding departmental policies and procedures.
- 14 Attends staff meetings; attends and makes presentations to council meetings as required.

- 15 Performs routine plant housekeeping chores such as cleaning and painting.
- 16 Attends seminars and training sessions on operations.
- 17 May be called for service on irregular hours.
- 18 Carry a cell phone while on standby duty, which are a 7-day, 24 hour sewer and water department.
- 19 Reading of water meters and the maintenance of water meters which includes monitoring meter reading and activities and issues as it relates to water or wastewater. Take final and new customer readings.
- 20 Under Department direction will perform functions necessary for Ohio Utilities Protection Services (O.U.P.S.) locates.
- 21 Will communicate the result of number 20 to O.U.P.S. within designated time.
- 22 Will assist operator concerning locates and repairs on water and sewer mains.
- 23 Establish and maintain a cooperative working relationship with those contacted in the course of work.

Water Department Functions

- 24 Under Operators direction operates and maintains pumps, control panels, chlorinators, and chemical feed pumps.
- 25 Under Operators direction backwash filters. Check hoses, pipes, belts. Check fuel and lubricant levels.
- 26 Under the direct of the Operator will check and adjusts various chemical feed equipment as needed.
- 27 Under the direction of the Operator will control total water storage levels and pumping and plant production rates, in accordance with operational strategies developed by the Water Department.
- 28 Under the direction of the Operator will collect raw water, in-process finished water, and effluent samples for in-house and outside analysis.
- 29 Under Operators direction prepare samples for lab, following all specifications for strict chain-of-custody: phosphates, Ph's, chlorine residual, fluoride, total coliform, hardness sodium, turbidity, in accordance with established procedures.
- 30 Under Operators direction sends samples to laboratory for analysis. Maintain appropriate records.
- 31 Documents daily water deliveries.

Wastewater Functions

- 32 Under Operators direction reads meters and gauges correctly and to act quickly and competently.
- 33 Under Operators direction operates and maintain pumps, control panels, chlorinators, and chemical feed pumps.
- 34 Under Operators direction makes routine adjustments and minor repairs to motors, pumps, and other equipment.
- 35 Under Operators direction monitors and repair plant equipment including cleaning and servicing final clarifiers and performing annual inspections.
- 36 Under Operators direction adjusts sludge primary and final clarifiers, daily.
- 37 Under Operators direction performs routine and preventative maintenance, clean filters, clarifiers, clean drying beds and weirs.
- 38 Under Operators direction records daily flow of effluent, waste and return sludge.
- 39 Under Operators direction transfers sludge on a daily basis.
- 40 Under Operators direction maintains and operates sludge thickening equipment.
- 41 Under Operators direction records dissolved oxygen levels at various locations in the facilities.
- 42 Under Operators direction installs, inspects, maintains and repair of wastewater collection systems including sewer laterals, mains, taps, grease interceptors, main cleaning and cleaning blockage, raises and lowers/repairs of manholes.
- 43 Under Operators direction maintains back-up generator.
- 44 Under Operators direction performs daily testing of influent and effluent as required by the MPCA and adjust process controls accordingly.
- 45 Under Operators direction 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.
- 46 Under Operators direction inspects lift stations for proper operation of motors and pump

Labor and Maintenance Functions

- 47 Assists with the maintenance, repair and custodial work of Utility facilities, equipment, and vehicles.
- 48 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.

- 49 Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned
- 50 Performs general plumbing, masonry, electrical, and carpentry work
- 51 Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- 52 Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, and sand, etc.
- 53 May operate equipment such as graders, backhoe, & front end loader; loading sand, gravel & other construction materials into truck; operates backhoe to dig ditches; operates tractor & bush hog to mow grass, weeds light brush along roads & ditches
- 54 Operates chain saw to cut trees and bushes.
- 55 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
- 56 Operates a variety of power construction and maintenance equipment used in the utility department.
- 57 Maintains basic work records (manual and/or computerized) reflecting work performed, materials used, problems encountered and other required information; maintain daily work logs.

General Function

- 58 Provides positive customer services, external and internal.
- 59 Performs all duties in conformance with appropriate safety and security standards.
- 60 Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- 61 Flexibility in receiving and performing work assignments.
- 62 Participate in Continuing Quality Improvement.
- 63 Attend continuing education in-services, as needed.
- 64 Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

Other Duties as Assigned

- 65 Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, Utility Supervisor and/or designee.

ABILITY AND INTERPERSONAL COMMUNICATIONS:

1. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, Utility Supervisor 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, Service Department Superintendent, Village Administrator, and Mayor.

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

QUALIFICATIONS

Minimum Qualifications:

- High school diploma or GED equivalent
- 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
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data

Special Requirements:

- A valid Ohio Driver's License
- 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:

- 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
- Skill in operation of some of the listed tools and equipment

- 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

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

- Frequently gets into and out of trucks and other equipment.
- May sit for extended periods of time when operating equipment
- May walk or climb over ditches or other rough terrain, balance, stoop, kneel, crouch, crawl, or stand for extended periods of time
- 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
- Must have the visual and physical ability to safely operate light motorized equipment, including good reaction times
- Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus
- Ability to lift or move objects up to 75 pounds
- Ability to deal effectively with stress.

Work Environment:

Good working conditions but with consistent exposure to weather conditions including heat, snow, ice and other possibly inclement conditions. Frequent exposure to dirt, dust, hot asphalt, fumes, dampness, mud and noise. Ability to take the necessary precautions for the safety of self and others inherent when working with machinery/construction areas including such things as thrown debris, hot temperatures, electrical shock, loud noises, cutting utility lines, etc.

Selection Guidelines

- Formal application, rating education and experience, oral interview and reference check. Job related testing may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
- A signature constitutes a statute of limitation on any action after six months of leaving employment.

EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Utility Laborer,	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Department Approval:	Waste Water, Coordinator/Operator, Adam Kehoe		
Signature		Date:	
Department Approval:	Water, Operator, James Welsh		
Signature		Date:	
Management Approval:	Village Administrator, Franklin Christman	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with Departments	Date/Time:	