

**SHELBY COUNTY SEWER DISTRICT**  
**Position Description – OPERATIONS AND MAINTENANCE WORKER I**

<b>Employee Name:</b>	<b>Position Title:</b> Operations and Maintenance Worker I
<b>Dept./Division:</b> Water and Wastewater	<b>Reports to:</b> Director
<b>Employment Status:</b> Full-time	<b>Pay:</b> By Resolution
<b>FLSA Status:</b> Non-Exempt	
<b>Civil Service Status:</b> Classified	

**JOB RESPONSIBILITIES:**

Under general supervision, assists in operation and maintenance of the county sewer and water district in water/wastewater treatment collection and distribution system; operates heavy equipment to perform system construction, maintenance and repair duties etc.; and maintains the district office building and grounds.

**QUALIFICATIONS:** An example of acceptable qualifications

Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed in this description.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain:

Valid State of Ohio Driver's License

Desired but not required certifications:

Valid State of Ohio Class I Water Treatment License

and/or Valid State of Ohio Class I Wastewater Treatment License

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Backhoe; skid-steer; dump truck; snow plow; bucket truck; mower; tractors; air compressor; generators; pumps; power tools; sewer jet, cell phone; two-way radio.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85 db; exposed to possible injury from hazardous gases, chemicals such as pesticides and herbicides, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines; exposed to possible injury from explosions and/or from falling

## **SHELBY COUNTY SEWER DISTRICT**

### **Position Description – OPERATIONS AND MAINTENANCE WORKER I**

from high places; has contact with potentially violent or emotionally distraught persons or vicious animals; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; occasionally lifts objects 100 lbs. or less; occasionally carries objects 100 lbs. or less; occasionally pushes objects 100 lbs. or less; occasionally pulls objects 100 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

#### **ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Under the Sewer District Director's direction, aids in the operation of the Districts' Water Treatment Plants, Distribution Systems, Wastewater Plants and Collection Systems; aids in compliance with state and federal regulations; engages in short and long-term planning; evaluates equipment for possible replacement or upgrade.
2. Aids in the construction, repair and maintenance of the Districts' facilities.
3. Aids the department in taking samples, performing laboratory tests on water and wastewater and monitors chemical feeds.
4. Aids the department in maintaining records (e.g., work orders, maintenance records, etc.).
5. Operates various light duty motorized equipment in the service, repair, and maintenance of the District and its facilities; assists with installation, service, repair, and replacement of sewer and water lines.
6. Performs semiskilled tasks involving the operation of equipment such as loader, snowplow, shovel, wheelbarrow, etc.
7. Aids in recording of work completed, time spent, materials used, etc.; maintains tools, equipment, and supplies and performs preventative maintenance, minor repairs, and routine cleaning of department vehicles and facilities; answers calls and provides assistance to public.
8. Performs various other services to maintain the Districts' grounds and property (e.g., mows grass, cuts brush and trims trees, sprays weeds and applies pesticides, plants shrubs and digs flowerbeds using gardening tools, collects debris, loads and hauls dirt and stone, washes equipment, sweeps walks, picks up parts, etc.); empties trash containers; performs routine building maintenance as necessary (e.g., fixes and replaces broken doors and windows; replaces switches and fuses; repairs and replaces building brick, stone, and concrete; paints structures; replaces fixtures; cleans work area; etc.).
9. Subject to being on call 24 hours, seven (7) days a week. Will be placed on a weekend on-call rotation with other department employees as directed by the Director.

**SHELBY COUNTY SEWER DISTRICT**  
**Position Description – OPERATIONS AND MAINTENANCE WORKER I**

10. Acts as a fill in for employee absences as necessary.
11. Maintains required licensure and certification.
12. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
13. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

14. Performs other related duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**Knowledge of:** \*District's policies and procedures; safety practices and procedures; OSHA regulations; \*OEPA certification/licensure requirements; \*water and wastewater plant operating procedures; \*water treatment regulations; maintenance and repair; water construction, maintenance, and repair; sewer construction, maintenance, and repair; laboratory equipment and supplies; equipment, chemicals, and other materials used in custodial services; public relations; records management; program tasks, equipment, material, and procedures; customer service practices.

**Skill in:** operation of water treatment plant equipment; operation and wastewater treatment and collection equipment; motor vehicle operation; use and operation of heavy equipment; computer operations; power tools.

**Ability to:** recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; lift up to 100 pounds and move a distance of 30 yards; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; work safely; exhibit and maintain satisfactory work ethics and public relations.

**SHELBY COUNTY SEWER DISTRICT**  
**Position Description – OPERATIONS AND MAINTENANCE WORKER I**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Signature of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)