

City of Shelby, Ohio

JOB DESCRIPTION

Job Title: Laborer, Class A, with Class I License (Water)

Department: Service Department, Division of Water Distribution

Reports to: Superintendent, Crew Chief Foreman, Line Repair Crew Chief

Normal Working Hrs: M-F 0700-1500

Employment Status: Full-Time

FLSA Status: Non-Exempt

Classification Status: Classified

Adopted Date: 1/14/2019

POSITION SUMMARY Under supervision, is responsible for performing skilled tasks in connection with the repair and maintenance of water mains and related facilities; performs related work as required. Regular and predictable attendance.

ESSENTIAL FUNCTIONS OF THE POSITION

40% - Installs water taps, water valves, fire hydrants, and water main lines. Repair water main breaks, fix leaking service lines, fire hydrants, and valves. Flush fire hydrants, exercise valves, and dig up curb boxes.

30% - Responsible for mowing grass, trimming weeds, painting, replacing broken or worn out equipment, pumps water into and out of the reservoirs, and maintenance on the pumps and building. Keeps updated on all aspects of safety as it pertains to the job, including Traffic Control, PPE, Confined Space, Trench Shoring, etc. Perform regular maintenance on vehicles and equipment, including trucks, backhoe, skid loader, and mowers.

10% - Keep accurate records of all maintenance schedules. Stays current with all accepted regulations from State and US EPA. Knowledge of the hazards of this type of work and the safety precautions to avoid such hazards.

20% - When assigned, shall assist the Division of Streets and Division of Sewer Maintenance with the construction, repair, maintenance, and inspections of the work to be performed in the respected department. Performs underground utility locates for OUPS notices.

NON-ESSENTIAL FUNCTIONS OF THE POSITION This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibility.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of a valid State of Ohio motor vehicle operator's license. Possession of a Class A CDL with tanker and air brake endorsement; if applicant does not possess a Class A CDL, must obtain a Class A CDL with tanker and air brake endorsement within 180 days of employment / job transfer / promotion. Must possess a State of Ohio EPA Class I Water Supply or Distribution License. Retention of such certificates and licenses are a condition of continued employment.

EDUCATION and/or EXPERIENCE License, or Certificate, or Degree in related field(s) or two years related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered heavy work.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

LANGUAGE SKILLS Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

My signature below signifies that I have reviewed and understand the contents of my job description.

Laborer, Class A, with Class I License (Water) Date

APPROVED:
 1-14-19

Mayor Date

Developed By: je/rs