

**City of West Carrollton, Ohio**  
**An Equal Opportunity Employer**

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**Position Title: Utility Service Person Laborer**

**Department: Service Department**

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**Employment Status: Full-time**

**FLSA Status: Non-Exempt**



**GENERAL NATURE OF WORK:** An employee in this class is responsible for the performance of various physical tasks in the Water Distribution Division and/or Sewer Collection Division within the Service Department. The Utility Service Person Laborer, working alone or with a crew member, performs tasks outlined by the Water & Sewer Supervisor and/or his assigns. The Utility Service Person Laborer works with specialized equipment and is responsible for a wide range of general maintenance and repair activities associated with the water and/or sewer systems. Although regular assignments may be performed according to established routines and under general supervision only, other assignments may be performed under direct supervision or according to specific and detailed instructions.

**MAJOR JOB DUTIES AND RESPONSIBILITIES:**

1. Maintains records and makes reports concerning water distribution and sewer collection operations.
2. Checks, services, repairs and operates wastewater lift stations, water wells and water booster stations.
3. Operates, checks and maintains equipment, instruments, and valves.
4. Assists in removal of blockages in sanitary sewer lines and related cleanup.
5. Assists in flushing of water lines and fire hydrants.
6. Assists with the installation and repair of water and sanitary sewer lines, fire hydrants, and manholes.
7. Installs, repairs and reads water meters.
8. May assist in operating sewer line camera and identifying maintenance needs.
9. Performs general maintenance on automotive and other division equipment.
10. May operate air compressor, jackhammer, and light equipment to remove road surface and place temporary surface patches or to perform other general maintenance and repair activities.
11. May operate a pick-up truck or dump truck, backhoe, vactor/jet rodder unit, fork lift or other vehicles in the performance of the above duties.
12. May assist with utility locates, OUPS.
13. Performs routine janitorial, plumbing and grounds maintenance duties.
14. Performs other duties as required in assigned Division and/or other Divisions.

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#### **SUPERVISORY RESPONSIBILITIES:**

This is an entry-level position and is NOT deemed a supervisory position.

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

1. General knowledge of the operations and maintenance of water distribution systems, and sewer collection systems.
2. General knowledge of the operations and maintenance of job related vehicles, machinery, tools, and equipment.
3. General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
4. General knowledge of basic mechanical, hydraulic and electrical principles, and related tools and equipment and knowledge of basic maintenance principles.
5. Basic skill in dealing firmly, tactfully, and courteously with the general public and city employees.
6. Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
7. Ability to perform manual labor for extended periods of time under any and all types of weather conditions.
8. Ability to understand and follow verbal and/or written instructions.
9. Ability to maintain records, prepare reports and write and speak clearly.
10. Ability to work under the direction of the Water & Sewer Works Supervisor and/or his assigns.

#### **DESIRABLE TRAINING AND EXPERIENCE:**

1. Graduation from a standard high school or equivalent, supplemented by some experience in routine maintenance activities; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

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#### **NECESSARY SPECIAL REQUIREMENTS:**

1. Valid State of Ohio driver's license.
2. Knowledge of state and local motor vehicle laws.
3. Ability to obtain a valid State of Ohio Class B Commercial Driver's License with Air Brake and Tanker Endorsement within twelve (12) months of employment.
4. Must be in good physical condition, i.e. ability to meet Essential Functions of Position and drug testing as required by the State of Ohio and/or the City of West Carrollton.
5. Ability to work other than normal working hours, including holidays, and to be available for standby call-in assignments as necessary.
6. Ability to work in a Water Distribution and Sewer Collection System on a rotating basis.

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

The following list of Essential Functions for the above named position includes activities that must be performed efficiently, effectively, and safely in the execution of daily required tasks.

1. Ability to perform the related job duties and responsibilities of the position of Utility Service Person Laborer (maintenance of water and sewer systems and related equipment)
2. Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles)
3. Ability to effectively manipulate hands, fingers and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
4. Ability to visually define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings, safety hazards)
5. Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions, labels)
6. Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and hilly terrain, on flat surfaces, tile, carpet)
7. Ability to exert enough force to elevate objects of varying weight and size (lifting equipment, tools, humans, protective equipment)
8. Ability to exert enough force to move stationary objects towards or away from their former position (pull carts, equipment, push carts, machinery)
9. Ability to apply enough physical effort to lift the body's center of gravity to a higher or lower position (climb ladders, stairs, ropes, walls, equipment, towers)

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*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. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.*

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(Signature of Employee) (Date)

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(Approving Authority) (Date)