

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Maintenance Level 4
Class Number:		Class Title:	Maintenance Level 4
Dept./Div.:	Water/Wastewater	Employment Status:	Full-time
Reports to:	Superintendent	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Classified/Bargaining Unit

GENERAL DESCRIPTION:

Under supervision, assists in the performance of routine and non-routine maintenance on water treatment facility, including plant, grounds, and related pump station(s); repairs and replaces water main and sewer system breaks; performs maintenance on meters; maintains records, reports and supplies; follows protocols established by the department and regulatory agencies (e.g. EPA); occasionally performs snow removal and/or traffic control duties, as needed.

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education or equivalent (high school diploma or GED); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan; may be required to obtain and keep a Commercial Driver's License; must obtain or possess a Class I license (Distribution, Collection, Water Plant Operator, Water Treatment Plant Operator) issued by the Ohio Environmental Protection Agency.

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

Computer, copier, fax, telephone, scanner, and other modern office equipment; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, mower, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, jackhammer, compressor, vacuum truck; and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee: 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 the means of egress is or can be obstructed; works on or around powered platforms and vehicle-mounted platforms (manlifts, fire trucks); has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 100 pounds or less; occasionally pulls objects 100 pounds or less.

Developed by:

The City of St. Clairsville.

Date Adopted:

Date Revised: 9.23.24

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

Page 2 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Maintenance Level 4
Class Number:		Class Title:	Maintenance Level 4
Dept./Div.:	Water/Wastewater	Employment Status:	Full-time
Reports to:	Superintendent	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Classified/Bargaining Unit

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

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

- (1) Performs water system maintenance (e.g., cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, valves, and fittings on repair and installation of mains; responds immediately to water main breaks and assists in shutting off broken sections of water mains and effecting repairs; installs, reads, repairs, and replaces service boxes and water meters; turns water on and off, etc.); marks utilities; performs water treatment and sewer system maintenance (e.g., installs, cleans, repairs, etc.); maintains and repairs water supply, lift stations, and other pumps and facilities.
- (2) Assists in concrete repair and replacement of catch basin curb, sidewalks, drive approaches, manholes; maintains the plant, towers, pits, pump stations and surrounding grounds; sweeps, gathers and empties trash, mows grass and weeds, cuts trees, sprays fences, hauls dirt and stones for service and yard repairs; may perform snow removal operations.
- (3) May assist in maintenance of equipment.
- (4) Performs plant housekeeping; sweeps and/or mops floor, cleans equipment and furniture, cleans spills.
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

Developed by:

The City of St. Clairsville.

Date Adopted:

Date Revised: 9.23.24

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

Page 3 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Maintenance Level 4
Class Number:		Class Title:	Maintenance Level 4
Dept./Div.:	Water/Wastewater	Employment Status:	Full-time
Reports to:	Superintendent	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Classified/Bargaining Unit

OTHER DUTIES AND RESPONSIBILITIES:

5% (8) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: two-way radio operations; *department goals and objectives; *department policies and procedures; water treatment plant operating procedures; water treatment regulations; wastewater treatment plant operating procedures; wastewater treatment regulations; heavy and medium duty equipment maintenance and repair; water distribution systems construction, maintenance, and repair; water distribution systems and components; sewer construction maintenance and repair; local geographic area; sanitary practices; safety practices and procedures; snow removal; traffic control practices and procedures; English grammar and spelling.

Skilled in: word processing; computer operation; computer programs (e.g., Microsoft Office, GIS, etc.); motor vehicle operation; use of modern office equipment; pipe fitting; use of bench and/or hand tools; use of mechanics' tools and equipment; motor vehicle operation; mechanics; painting; pipe fitting; snowplow operation.

Ability to: carry out simple instructions; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; performs heavy manual labor in often adverse conditions; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

Developed by:

The City of St. Clairsville.

Date Adopted:

Date Revised: 9.23.24

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

Page 4 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Maintenance Level 4
Class Number:		Class Title:	Maintenance Level 4
Dept./Div.:	Water/Wastewater	Employment Status:	Full-time
Reports to:	Superintendent	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Classified/Bargaining Unit

POSITIONS DIRECTLY SUPERVISED:

None.

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 (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised: 9.23.24

Developed by:
The City of St. Clairsville.