

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Utilities Superintendent
Class Number:	42111	Class Title:	Maintenance Superintendent
Dept./Div.:	Public Works	Employment Status:	Full-time
Reports to:	Public Service Director	FLSA Status; Pay:	Exempt
Normal Hours:	M-F, 7:30 a.m. – 4:00 p.m.	EEO Status:	08 – Service/Maintenance
DOT (closest applicable number):	862.137-018		

QUALIFICATIONS:

Completion of secondary education or equivalent; minimum four (4) years of water treatment facilities/distribution lines and sanitary sewer lines or related field; one (1) year experience as a supervisor; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; must be able to be on-call 24 hours.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess the ability to obtain first aid/CPR certification first available training session after hire; must possess a valid Ohio CDL-A license and maintain insurability under the Municipality's vehicle insurance policy. Possession of a valid OEPA Class I water distribution certificate and *Class I Wastewater Collections certificate. *can be obtain within 24 months after hire.

EQUIPMENT OPERATED:

Automobile, various public works equipment (see list attached), cellular phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

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; work in confined space; 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 85db; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment or machines (e.g., various public works equipment); exposed to possible injury from falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme nonweather-related heat or cold; exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; frequently lifts objects 75 lbs or less; frequently carries objects 75 lbs or less; frequently pushes objects 100 lbs or less; frequently pulls objects 100 lbs or less.

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

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% (1) Supervises all assigned staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, receives grievances or employee complaints, approves and recommends the approval of leave requests, recommends policy changes, etc.); completes required reports and documentation.
- 25% (2) Manages, plans, and directs maintenance, and repair of water and sanitary storm sewers; enforces departmental and safety rules and regulations; maintains records according to established procedures; provides recommendations to Public Service Director to repair facilities and equipment; establishes rapport with contractors; addresses citizen and governmental complaints.
- 10% (3) Operates variety of light and heavy equipment (e.g., sewer-jet truck, dump truck, snowplow, front-end loader, grader, backhoe, etc.) in the performance of street and alley repair, water and sewer repair, and snow removal duties; operates bulldozer to level collected refuse at landfill; operates compactor to compress trash.
- 10% (4) Oversees routine inspections and maintenance programs (pressure reducing valves, master meters, booster station, water tank, grease traps, sanitary lift station, culverts, bridges, headwalls, catch basins, detention/retention ponds and 1,000,000 gallon water tank. Maintains a work order system, keeps records and makes details reports, investigates accidents and oversees backflow prevention. Responsible for editing GIS system in the field.
- 10% (5) Assists Public Service Director in the development of water and sanitary storm sewer funds annual budget; monitors budget; monitors inventory and supplies; and generates purchase requisitions for department, completes reports, .
- 5% (6) Responsible for field side of EPA compliance including 365 chlorine tests, 528 bacteria test, mandated Capacity, Management, Operations and Maintenance (CMOM) programs, EPA mandated Sanitary Sewer Evaluation Study (SSES) and Operator of Record for monthly EPA reports.

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15% (7) Oversees the Sensus meter reading system, analyzes data, notifies residents of leads and checks stability of water system regularly; Obtains work orders from water billing office employee and delegates responsibility to crew, performs work for completion of work orders; oversee delinquent door hanger notification and water turn off and as directed by the Utility Billing office

(8) Assist with city events, conducts emergency planning by performing scenarios to prepare staff for potential emergencies and allocates personnel to ass Public Works as necessary.

(10) Maintains contact with vendors, contractors, engineers, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(11) Maintains required licensures and certification and meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(12) Demonstrates regular and predictable attendance.

(13) Reports to Public Service Director the attitude and work performance of Utility Workers.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting, project management, *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures; mechanical maintenance; heavy and medium duty equipment maintenance and repair; water distribution systems construction, maintenance, and repair; water distribution systems and components; water meter maintenance and repair; water distribution principles and practices; sewer construction, maintenance, and repair; snow and ice removal; grounds maintenance and repair; supervisory principles and practices; manpower planning; sanitary practices.

Skill in: use of modern office equipment; motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve agency problems; exercise independent judgment and discretion; complete routine forms; communicate effectively; train or

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instruct others; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; maintain records according to established procedures; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform light manual labor; perform heavy manual labor; travel to and gain access to work site; operate maintenance equipment.

POSITIONS DIRECTLY SUPERVISED:

Maintenance Workers I and Maintenance Workers II

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)