

PUBLIC POSTING

JOB DESCRIPTION

**Maintenance II/Water Distribution
Pay Range 07
Department of Engineering Services**

Job Title: Maintenance II

Reports To: Maintenance Foreman and Superintendent

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

To perform a variety of semi-skilled tasks in the maintenance and construction of water distribution system components, grounds, facilities, equipment and related customer service and account management functions.

Essential Responsibilities:

Turns mainline valve to close water flow through line.

Uses computer to enter daily work assignments and software packages to assist with tracking of inventory in database GIS.

Disconnects water pipe and connects water meter to outlet and inlet pipe unions, using wrench.

Examines pipes to detect leaks and informs consumer in determining the cause of high water bills, low pressure and other problems that may occur.

Opens mainline valve to admit waterflow into building.

Records meter readings.

Repair water system pipes and accessories, using equipment such as pneumatic jackhammer and plumber's hand tools, valve operating machine, pipe cutters, pumps, portable generators, inserting machine and other light equipment.

May make minor repairs on equipment assigned to the Division and other work as required.

Services fire hydrants through corrosion prevention, pressure test, flushing and inventory.

Assist Maintenance III in excavation and road repairs.

Uses snow removal equipment to maintain driveways and streets.

Services customer accounts coordinated through the Customer Accounting Office.

Ability to understand and communicate written instructions.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees

Skills and Abilities:

Learn the functioning of the overall water distribution system as well as the individual mechanical transmission and monitoring processes.

Understand and use specifications.

Use hands, arms and fingers.

Work to precise measurements.

Visualize how finished product will look or how system will operate.

Use arithmetic to measure, compute amount of materials to use, and to inspect product to be sure it conforms to requirements.

Lift and move materials and products.

Climb and balance self.

Work outdoors in all kinds of weather.

Stay calm in face of emergency or danger.

Physical Demands:

Medium Work: Exerting 20 to 50 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.

Environmental Conditions:

Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Wet and Humid conditions.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development:

Apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Mathematical Development:

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, volume, area, depth, rate and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.

Language Development:

Reading: Passive vocabulary of 5,000 -6,000 words. Read at rate of 190-215 words per minute. Read instructions, rules, etc., looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation.

Writing: Write sentences, using cursive style, proper punctuation and employing adjectives and adverbs.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

Relationships to Data, People and Things:

Data: *Computing:* Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them. Does not include counting.

People: *Speaking-Signaling:* Talking with, informing and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers, assistants, tourists, customers, transients and City employees.

Things: *Manipulating:* Using body members, tools or special devices to work, move, guide, or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest.

Specific Vocational Preparation:

Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.

Not less than two years experience in the construction and maintenance field.

To do this job, you must have the following licenses or certifications before being hired:

Must have a Commercial Driver's license with all applicable endorsements or must obtain one within 480 working hours.

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)

High School Diploma

OR, an equivalent level of education and experience.