

July 16, 2021

Re: Help Wanted Ad

Board of Athens County Commissioners, seeks a qualified individual for the position of Water and Sewer Worker. The position reports to the District Superintendent and the Board of County Commissioners. Qualifications include: Employees must be able to operate all heavy equipment. Employees at this level receive instructions or assistance as new or unusual situations arise and are expected to exercise proper judgement in selecting work methods and in planning details of the work tasks. Under general supervision, perform a wide variety of semi-skilled and skilled tasks in the construction, repair, cleaning and maintenance of water and sewer systems, metering equipment, and all related facilities. Employees are subject to 24 hour call outs. Must be able to effectively communicate and interact with the public through the use of the telephone, by email, and by personal contact. Meet the physical requirements necessary to safely and effectively perform required duties including heavy manual labor in adverse conditions over long periods of time. A valid Ohio drivers license. Ability to operate maintenance tools and equipment. Obtain a Class I Water Distribution Certification within three (3) years and a Class I Wastewater Operator Certification within five (5) years.

Applications being excepted until position is filled.

ATHENS COUNTY COMMISSIONER
Attn: Water and Sewer Worker
15 SOUTH COURT STREET, ROOM 234
ATHENS, OHIO 45701

or email jsikorski@athensoh.org

Job description is available online.

Job application is available on our website at <http://co.athensoh.org> under BUSINESS, JOB POSTINGS, JOB APPLICATION.

Affirmative Action Employer.

By Order of the Board of Athens County Commissioners

Lenny Eliason, President

JoAnn Rockhold, Clerk

Publish 7/17 AND 7/22

**Athens County Water and Sewer District
Job Description**

Job Title:	Water and Sewer Worker	Employee Name:	
Department:	Athens County Water and Sewer District	Employment:	Full Time
Reports To:	District Superintendent	Hours:	6:00 - 2:30
Prepared Date:	July 6, 2021	Revised Date:	

OVERVIEW:

This is an entry level class within the Water & Sewer District. Employees must be able to operate all heavy equipment. Employees at this level receive instructions or assistance as new or unusual situations arise and are expected to exercise proper judgement in selecting work methods and in planning details of the work tasks. Under general supervision, perform a wide variety of semi-skilled and skilled tasks in the construction, repair, cleaning and maintenance of water and sewer systems, metering equipment, traffic control devices and all related facilities. Employees in this class are subject to 24 hour call outs.

ESSENTIAL DUTIES:

These essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for keeping work area and equipment clean and orderly.
- Perform service work, e.g., read meters, installs water and sewer extensions, installs water and sewer taps, repairs water breaks, repairs sewer collection problems.
- Performs preventive and service maintenance of equipment and facilities including lift stations and sewer treatment plant. Rebuilds and replaces water meters, cleans facilities, mows grass and trims weeds, etc
- Turn off meters on delinquent accounts, answer telephone, deal with the general public, prepare and maintain daily reports and records. Collects and analyzes samples of influent, effluent and sludge from wastewater treatment plant, e.g., flow rates, chlorine residual, ph, temperature, dissolved oxygen, suspended solids, CBOD, etc.
- Act as a department representative and liaison to various county offices, government offices, customers, law enforcement, government agencies, and the general public.
- May be assigned to attend meetings, conferences and/or other public events.
- Perform other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of agency policies, procedures, past practices and regulations.
- Knowledge of chemical and bacterial analysis as applied to water and wastewater treatment and proper utilization of lab equipment and instruments.
- Knowledge of basic mechanical and electrical maintenance procedures and safety practices and procedures.
- Knowledge of public relations; ability to record and relay correct information; proper phone and email etiquette. MUST exhibit a pleasant public appearance as official county representative.

Ability to communicate effectively both orally and in writing.

Ability to perform heavy physical labor (+35 lbs.)

Ability to identify existing or potential malfunctions, knowledge of basic mechanical and electrical maintenance procedures and safety practices and procedures.

Ability to perform strenuous labor and operate maintenance tools and equipment.

Ability to exercise sound judgement and maintain effective working relationship with other officials and the general public. Prepare and maintain accurate records.

Utilize proper safety work practices related to all work performed, including Personal Protective Equipment (PPE), shoring, confined spaces and other safety related equipment and procedures; direct and control traffic around work sites utilizing proper work zone traffic control per ODOT standards

OTHER REQUIREMENTS:

Must be able to effectively communicate and interact with the public through the use of the telephone, by email, and by personal contact. Meet the physical requirements necessary to safely and effectively perform required duties including heavy manual labor in adverse conditions over long periods of time. A valid Ohio drivers license. Ability to operate maintenance tools and equipment. Obtain a Class I Water Distribution Certification within three (3) years and a Class I Wastewater Operator Certification within five (5) years.

SPECIAL REQUIREMENTS:

High School Diploma or Equivalent

Must have a valid Ohio driver's license.

Must be able to pass a background check and driving record check.

Please keep in mind, you represent Athens County as a whole, and your conduct is a representation of Athens County.