OTTAWA COUNTY POSITION DESCRIPTION

Job Title:	Laborer, Sanitary Engineering Department
Reports to:	Assistant Operations Manager, Sanitary Engineering Department
Job Status:	Classified FLSA Non-Exempt Full Time
Salary Range:	$19.13 - $23.91 per hour

Job Summary
The Laborer position in the Sanitary Engineering Department performs various semi-skilled maintenance tasks to water/wastewater systems, grounds and equipment tasks.

Essential Knowledge, Abilities and Skills, Education
- High school graduate or equivalent
- Ability to perform manual duties under adverse climatic working conditions
- Ability to work cooperatively with associates and public
- General maintenance skills

Essential Functions of the Position
1. Performs various semi-skilled maintenance tasks involved with water/wastewater systems, including assisting others with the replacement of pumps, motors, meters, valves, fluids, and other mechanical or fixed components to ensure a safe and effective working condition
2. Assisting to repair water and wastewater mains and equipment during emergency situations
3. Assisting in the installation of water taps
4. Assisting in the replacement of faulty water mains
5. Assisting with the flushing of water and sewer mains
6. Assisting with the replacement/repairs of faulty manholes
7. Assisting with the locates, reads and repairs of water meters as assigned
8. Assisting to maintain records reflecting readings and other pertinent data
9. Notes damage or missing meters and reports findings to initiate repairs
10. Assisting with electrical/mechanical maintenance or major repairs to vehicles/equipment
11. Assisting with hydraulic system rebuilds
12. Repairs brakes and exhaust systems
13. Changes fluids, tunes engines
14. Replaces mechanical malfunctions and determines appropriate repairs procedure
15. Performs various manual tasks as necessary or required
16. Reads and interprets blueprints, basic engineering plans and specifications to assist in maintenance process
17. Maintains assigned vehicle, tools and test equipment for the purpose of ensuring availability of equipment

Job Location
Work may be performed indoors in a shop area or out of doors in a field environment involving travel from site to site.   Reporting location is the Danbury Wastewater Treatment Plant.

Equipment Used
Various trucks including sewer cleaning trucks, dump trucks, pickup trucks, vans; trailers, backhoes, generators, compressors, sandblasters, forklifts, test equipment, computers, calculators, radios and various other hand and power tools

Physical Requirements
The work involves lifting, carrying, pushing, pulling, climbing, balancing, kneeling, crouching, crawling, driving, typing, reading, writing and communicating with others. The job is performed in various temperature extremes

and under certain hazardous conditions involving exposure to wastewater, chemicals and other situations that can present a risk of injury and/or illness; must be able to lift objects up to 100 pounds.

Critical Skills/Expertise
- Valid Ohio Driver's License upon hire
- Able to secure a Commercial Driver's License within 24 months

Other Responsibilities
Other related functions and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGMENT

"I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand."

_____   _____
Employee's Signature   Date

_____   _____
Employee's Supervisor's Signature   Date