

CITY OF PORT CLINTON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Semi - Skilled Laborer
Dept.:	Wastewater Treatment Plant	Employment Status:	Full-time
Reports to:	Chief Operating Engineer	FLSA Status; Pay:	Non-exempt
Salary Range:	Collective Bargaining Unit	Civil Service Status:	Classified

GENERAL DESCRIPTION:

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (e.g., GED), and previous experience and ability to handle various light duty equipment, air and power tools, and hand tools; knowledge of laws and regulations governing motorized equipment operation, safety practices and procedures, and light duty equipment. OTCO Certification and background of electricity and/or SCADA and PLCs is desirable but not mandatory.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license, and must maintain insurability under the City's vehicle insurance policy. Must work towards a Class I Wastewater Treatment Plant Operator's license, with certification issued by the Ohio EPA within (2) years of employment.

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

Loader, pickup, hoses and pumps, air compressor, generator, tractor, ladders, hoists, powertools, cleaning equipment, telephone, two-way radio, bobcat and attachments; computer and standard modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; 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 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; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; 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 50 pounds or less; occasionally pulls objects 50 pounds or less.

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.

Developed by:

Date Revised: Revision 2,
Date: 02/15/2023

Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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Employee Name:	Position Title:	Skilled Laborer
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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:

- 75% (1) Operates various light and medium duty motorized equipment to assist with the efficient operation of the Wastewater Treatment Plant and various pump stations.
- 20% (2) Performs general maintenance in and around plant, includes, but not limited to grounds maintenance, building, pump, and clarifier maintenance.
- (3) Attends training sessions as required.
- (4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (5) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (6) Performs other related duties as assigned.
- (7) Accepts on-call status and extended work hours as necessary.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: excavation and trenching methods, policies, and procedures; OSHA safety practices and procedures; department policies and procedures; * general construction, maintenance, and repair; medium duty equipment maintenance and repair; sewer construction maintenance and repair; and wastewater treatment; * OTCO certification and background of electricity and/or SCADA and PLCs (desirable but not mandatory).

Skill in: motor vehicle operation; computer and modern standard office equipment; light and medium duty motorized equipment operation; use of bench and hand tools.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and verbal instructions; maintain records according to established procedures; cooperate with coworkers on group projects; develop and maintain effective working relationships; lift and carry tools, materials, and equipment weighing up to 150 pounds; travel to and gain access to work site; stand for long periods of time; perform heavy manual labor for extended periods of time in often adverse conditions.

Date Adopted:	Developed by:
Date Revised:	Clemans, Nelson & Associates, Inc.
	Dublin, Ohio 43017

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Employee Name:	Position Title:	Skilled Laborer
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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 and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
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