

# CITY OF PORT CLINTON

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Operating Engineer I
<b>Dept.:</b>	Utility Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Water Distribution Foreman	<b>FLSA Status; Pay:</b>	Non-exempt
<b>Salary Range:</b>	\$27.07 – \$30.29	<b>Civil Service Status:</b>	Classified

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### GENERAL DESCRIPTION:

#### **QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education, or equivalent, and experience demonstrating knowledge of and ability to handle heavy equipment, air and power tools, and hand tools; one (1) years' experience in general construction, street, water, or sewer maintenance and repairs, materials, and equipment; knowledge of laws and regulations governing motorized equipment operation, safety practices and procedures, and heavy equipment repair.

#### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain valid commercial driver's license (CDL) within one year of hire; with appropriate endorsements; Water Distribution I or above; and to obtain a Wastewater Collection I or above.

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

Backhoe, bobcat and attachments, loader, pickup and dump truck, snowplow, roller, grader, leaf machine, sewer truck, bucket truck, grinder, tap machine, hoses and pumps, air compressor, generator, sandblaster, jackhammer, tractor, mower, chipper, weed cutter, welder, street sweeper, ladders, hoists, hand and power tools, cleaning equipment, telephone, two-way radio, shovels, sledge hammer.

#### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; 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; is exposed to possible injury from extremely noisy conditions above 85db (i.e., dump trucks, air horns); is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (i.e., backhoe, loader); is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; works in the vicinity of floor or wall openings, elevated platforms, and/or runways.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

- 40% (1) Performs water distribution functions (e.g., cleans catch basins; fixes water leaks; installs water taps; reads, installs, removes, and repairs water meters; services and flushes fire hydrants; repairs water valves; replaces manhole covers; updates water and sewer maps and manhole charting used in locating lines; etc.).

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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- 25% (2) Operates heavy and complex motorized equipment to assist with the efficient delivery of city services (e.g., backhoe, grader, loader, asphalt distributor, roller, dump truck, sewer truck, tractor, welder, air compressor, generator, sweeper, hoists, etc.); installs, services, repairs, and replaces catch basins, sewer and water lines, driveways, curbs, sidewalks, etc. (e.g., cleans, removes, and repairs pipe, sets steel and wood forms, pours and finishes concrete, etc.); performs general maintenance and repair involving electrical, mechanical, plumbing, welding, and cutting operations; inspects equipment in order to ensure safe operation; does line locations.
- 10% (3) Performs various other services to maintain city grounds and property; loads and hauls dirt and stone, cleans equipment; performs routine building and plant maintenance as necessary (e.g., fixes broken doors and windows, installs locks and handrails, paints structures, replaces fixtures, sweeps floors, etc.); makes part runs and transports supplies.
- 5% (4) Prepares records of work completed, time spent, materials used, etc.; performs routine and preventative maintenance on department vehicles and equipment; maintains tools, equipment, and supplies; notifies supervisor of department service needs.
- 10% (5) Assists other departments as needed including cemetery (e.g., prepares, opens, closes, soaks, and seeds graves; locates grave sites; digs and pours concrete foundations for headstones; maintains cemetery grounds; assists with preparation for burial services; sets grave markers; etc.).
- 5% (6) Responds to emergency calls concerning city public services (e.g., water or sewer, breaks, weather, etc.) and performs emergency functions; communicates resident complaints to supervisor.
- (7) Attends department meetings and training sessions as required.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 5% (9) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

(10) Position requires may require overtime work as necessary.

(11) Performs other related duties as required or assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** excavation and trenching methods, policies, and procedures; safety practices and procedures; department policies and procedures;\* road construction, maintenance, and repair; general construction, maintenance, and repair; heavy and medium duty equipment maintenance and repair; water distribution systems

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**Employee Name:**

**Position Title:**

Operating Engineer I

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and components; water meter maintenance and repair; snow and ice removal; grounds maintenance and repair; local geographical area.

**Skill in:** motor vehicle operation; heavy equipment operation; use of bench and/or 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/or verbal instructions; maintain records according to established procedures; cooperate with co-workers on group projects; develop and maintain effective working relationships; lift and move equipment and materials; perform light manual labor; lift and carry tools, materials, and equipment weighing up to 150 pounds; travel to and gain access to work site; perform heavy manual labor for extended periods of time in often adverse conditions.

### POSITIONS DIRECTLY SUPERVISED:

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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.

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(Signature of Appointing Authority/Designee)

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(Date)

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(Signature of Employee)

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(Date)

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