

POSITION TITLE: Distribution Operator I

DEPARTMENT: Water & Sewer Distribution

FLSA STATUS: Non-Exempt

PAY GRADE: 3

REPORTS TO: Water & Sewer Maintenance Supervisor

VILLAGE OF MONTPELIER

QUALIFICATIONS

Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below.

An example of acceptable qualifications:

Completion of secondary education (high school or GED), minimum of 1 year of experience in the water/sewer maintenance field, the possession of an EPA Class I Water Distribution or Wastewater Collection System Certification, and a valid Ohio Commercial Driver's License with the proper endorsements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid Ohio Commercial Driver's License (CDL) of the appropriate class with required endorsement(s); minimum of an Ohio EPA Class I Water Distribution or Wastewater Collection Certification.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

- May operate pickup trucks, dump trucks, tractors, skid loader, backhoe, excavator, jack hammer, air compressor, snow plow, concrete saw, street saw, tamper, tapping machine, laser level, sewer camera, smoke machine, line locator, concrete mixer, power valve turning machine, hand tools, etc., to assist with sewer and water maintenance activities, transport work materials, perform miscellaneous maintenance activities, be on call on a rotation basis, and assist other departments with needs as called upon and directed.
- Services and performs minor repairs to equipment, (e.g., add fluids, replaces belts, replace filters, replace hydraulic hoses, etc.); repairs leaks in water and sewer mains; installs new water and sewer mains; installs water and sewer taps; installs meter pits; locates water and sewer lines to comply with OUPS requests; installs and repairs manholes, valves, hydrants, and meters.
- Assists with loading and unloading transported materials and equipment.
- May perform duties of co-workers (including janitorial and grounds-keeping duties).
- May operate larger equipment in a learning capacity until proven competent.
- Utilizes personal protective equipment when applicable.
- Demonstrates regular and predictable attendance.

Date Adopted: October 23, 2017

Date Revised: December 18, 2023

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OTHER DUTIES AND RESPONSIBILITIES

Performs any other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS *indicates developed after employment)

Knowledge of: departmental policies and procedures*; traffic rules; vehicles, tools, equipment and supplies used in utility construction*; water and sewer line maintenance and repair; vehicle operation, maintenance, and minor repair; equipment operation, maintenance and minor repair; geographical layout of the Village and valve locations*; safety practices and procedures; and OUPS policies.

Skill in: use and operation of light to heavy motorized equipment, use and operation of hand and power tools, checking liquid levels and routine maintenance on vehicles and equipment.

Ability to: understand and follow simple directions, make minor repairs and adjustments to equipment; recognize safety warnings; maintain records of work performed; cooperate with co-workers on group projects; travel to and gain access to work site; perform heavy manual labor for extended periods of time in often adverse conditions; communicate well with the public; lift up to 50 lbs. and climb up and down ladders; cooperate with co-workers on group projects; perform manual tasks for extended periods of time under possible adverse weather conditions.

EQUIPMENT OPERATED

Pickup trucks, dump trucks, tractors, skid loader, jack hammer, air compressor, snow plow, concrete saw, street saw, tamper, tapping machine, laser level, sewer camera, smoke machine, line locator, concrete mixer, power valve turning machine, and miscellaneous hand tools.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Approving Authority

Employee (Print Name)

Date

Date

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