

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Utility Maintenance Specialist 1	CLASS NUMBER: 50002	FLSA: Non-Exempt
AGENCY/DIVISION: Sanitary Engineering	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N6	POSITION CONTROL #: Varies
POSITION LOCATION: 280 E. Broad St., 2 nd FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Utility Service Supervisor (090240)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Utility Maintenance Specialist 1 classification is to maintain proper operation for sewage treatment plants, water distribution and waste water collection systems for county customers per EPA requirements.

JOB DUTIES:

Clean and service pump stations and treatment plant equalization basins. Repair water and sewer lines, electrical control panels, physical structures and other related equipment or machinery. Assist operators, utilities maintenance specialists, and plant attendants with electrical, hydraulic, mechanical, and plumbing issues. Operate and transport dump truck, backhoe, Jet/Vac, sludge tanker or other equipment needed for water distribution and sewer collections repair or improvements. Ensure hydrants and are operating efficiently. Maintain equipment including but not limited to hydrants. Assist in renovation of facilities or new projects. Prepare weekly or monthly reports to supervisor, as required for EPA or health standards. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; agency policy and procedures; chemistry field tests. Skill in equipment operation. Ability to carry out detailed but basic written and oral instruction; understand system of mechanical procedures; understand practical field of study; add, subtract, multiply and divide whole numbers; use algebra; read short sentences with simple concrete vocabulary; code items from one symbolic form to another; recognize safety warnings; work alone on most tasks; cooperate with coworkers on group projects; demonstrate physical fitness; demonstrate agility.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with one (1) year of utility experience; or any equivalent combination of training and experience.

Additional Requirements

Ohio Class A CDL with tanker endorsement must be obtained within six (6) months of employment.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date