

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

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

**CLASSIFICATION PURPOSE:**

The primary purpose of the Utility Maintenance Specialist 1 classification is to maintain proper operation for sewage treatment plants, water distribution and wastewater 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:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with one (1) year of utility experience.

**Additional Requirements**

Ohio Class A CDL with tanker endorsement must be obtained within six (6) months of employment. Required to maintain a valid Ohio driver's license.

**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