

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

| | | |
|---|---|--|
| <u>CLASSIFICATION TITLE:</u> Utility Maintenance Specialist 2 | <u>CLASS NUMBER:</u> 50003 | <u>FLSA:</u> Non-Exempt |
| <u>AGENCY/DIVISION:</u> Sanitary Engineering | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 180 |
| <u>BARGAINING UNIT:</u> Non-Bargaining | <u>PAY GRADE:</u> N7 | <u>POSITION CONTROL #:</u> 090009 |
| <u>POSITION LOCATION:</u> 280 E. Broad St., 2 nd FL., Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Utility Service Supervisor (090015) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Utility Maintenance Specialist 2 classification has a higher level of expertise and experience to maintain proper operation for sewage treatment plants, water distribution and wastewater collection systems for county customers per EPA requirements.

JOB DUTIES:

Responsible for maintaining, repairing and assisting with operation of county wastewater collection and water distribution systems and associated infrastructure. Responsible for repairing water and sewer lines, electrical control panels, physical structures and other related equipment or machinery. Interacts with the public regularly in performing service calls, posting notices, responding to emergency calls after hours, and performing maintenances. Operate sludge truck to pump, haul and discharge sludge and waste collected from sites. Operate dump truck, backhoe, jet vac, and other equipment as needed for repair/improvements. Communicate daily with customer service unit to ensure quality control on service orders. Maintain equipment including but not limited to fire hydrants, lift stations, and assists in plant maintenance, as needed. Assist in renovation of facilities and new projects. Submit reports as required. Perform duties of supervisor in their absence, and assists in training of new employees. 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 public relations; office practices and procedures; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to understand practical field of study; algebra; comprehend short sentences with basic, recognize safety warnings; concrete vocabulary; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; 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 two (2) years 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

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, and to maintain department standards.

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