

POSITION DESCRIPTION

CITY OF SYLVANIA

An Equal Opportunity Employer

Job Title: **Public Works Serviceman - Water**

Department: **Public Service**

Division: **Water**

Pay Grade:

hourly (X) salary ()

non-exempt (X) exempt ()

Immediate Supervisor: **Water Foreman**

Positions Supervised: **Public Works Serviceman**

JOB RESPONSIBILITIES:

Under general supervision, the Public Works Serviceman performs unskilled and semi-skilled maintenance tasks requiring some training and/or experience. The Public Works Serviceman may be assigned to supervise the work of laborers or less experienced Public Works Servicemen.

QUALIFICATIONS:

Ability to read, write and follow oral and written instruction; a valid Class B CDL with air brake endorsement and an acceptable driving record.

KNOWLEDGE and ABILITIES:

Knowledge of departmental policies and procedures; and safety procedures. Ability to follow oral and written instruction; work independently or in a group; perform repetitive manual labor; work in adverse weather conditions; use manual and power tools; operate heavy equipment; demonstrate physical fitness required for manual labor; lift and carry moderately heavy objects from one location to another; and develop and maintain effective working relationships with the public, co-workers and supervisor.

DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

EQUIPMENT OPERATION

- * Dump truck
- * Backhoe/loader
- * Welder
- * Metal detector
- * Hand tools
- * Tractor
- * Truck

WATER SERVICES

- * Installs, repairs and maintains city water lines, mains and valves
- * Repairs and maintains fire hydrants
- * Installs water meters
- * Reads residential and commercial water meters
- * Reports water meter installation problems and malfunctioning water meters
- * Makes water taps and water service hook-ups
- * Digs and braces sewers, water lines and ditches
- * Repairs and maintains water pump station
- * Repairs and maintains water storage tanks

MAINTENANCE

- * Performs routine maintenance and repair on equipment:
 - Checks fluid levels
 - Tightens bolts
 - Lubricates fittings
 - Washes and cleans equipment
 - Changes oil and filters
 - Repairs and replaces tires.
- * Assists in maintenance duties:
 - Picks up trash
 - Sweeps and mops floors
 - Cleans restrooms
 - Paints inside and outside of building

SUPPLEMENTAL WORK ASSIGNMENTS

- * Performs duties of the Public Works Serviceman in other divisions as requested

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- * Attends meetings and serves on temporary committees as requested
- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
- * Performs additional duties and assignments, as requested