



Randy Evans, Mayor
David Swackhammer, Director of Public Service/ Safety

145 Broadway St. Jackson, Ohio 45640
(740) 286-2201 cityadministration@jacksonohio.us

NOTICE OF JOB POSTING

March 19, 2024

ONE (1) SKILLED LABORER WATER DISTRIBUTION / WASTEWATER COLLECTION DEPARTMENT

APPLICATIONS/BIDS ARE BEING ACCEPTED AT THE CITY OF JACKSON,
MEMORIAL BUILDING, 145 BROADWAY STREET, JACKSON, OHIO.

THE HOURLY RATE OF PAY IS \$18.02 TO \$22.53 FOR ENTRY LEVEL. INDIVIDUALS HAVING/OBTAINING
LICENSES (WATER DISTRIBUTION/WASTEWATER COLLECTION) WILL BE COMPENSATED AT A HIGHER RATE

SEE ATTACHED POSITION DESCRIPTION

POSTING TO BE COMPLETED AT 4:00 P.M., TUESDAY, APRIL 2, 2024
MAY BE EXTENDED IF NO CANDIDATE IS SELECTED

Respectfully Submitted,

David Swackhammer
Service-Safety Director
City of Jackson, Ohio
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Rev.10/2023

JOB ANALYSIS – SKILLED LABORER WATER DISTRIBUTION/WASTEWATER COLLECTION

GENERAL PURPOSE

Repair and maintenance of water lines serving the City, takes care of the sewer collection lines and prevents surface water from entering manholes and sanitary sewers, maintains service to customers under all circumstances.

Essential Functions: The below is not exhaustive and may be amended as required by any changes in the position.

1. Uses jet rodder to clean manholes and sewer lines.
2. Makes sewer taps for customer.
3. Cleans out catch basins and removes debris.
4. Cleans off build up in manholes by spraying with a high-pressure wand.
5. Repairs leaks in existing water lines.
6. Replaces old water lines and installs new water lines for proper service.
7. Mows grass and brush on City property using riding mower and bush hog.
8. Makes water taps for customers using tapping machine.
9. Installs new fire hydrants to replace old ones beyond repair.
10. Replaces and repairs old sewer lines.
11. Supports in Street & Alley/City Services, if deemed qualified, and as the need arises.
12. Adheres to all safety procedures and assists in identifying unsafe working conditions/hazards and reports immediately to their Supervision.
13. Hours of work and work assigned are designated by the Supervision.

KNOWLEDGE, SKILLS & ABILITIES

The following list suggests those skills and abilities which are typically useful in carrying out the essential functions above. Other skills and abilities are acceptable to the employer if they achieve the essential functions of the position.

1. Knowledge of sewer collection line system.
2. Knowledge of sewer line maintenance and construction.
3. Skill in the use of backhoe, dump truck, sewer rod machine, jet rodder and trenching machine, sewer camera and mini-excavator.
4. Ability to open sewer lines.
5. Ability to repair water leaks and install new lines.
6. Ability to make sewer taps.



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7. Ability to clean out catch basins and storm line.
8. General knowledge of water and sewer line construction.
9. Skill in using various hand-held tools as well as plumbing tools and materials.
10. General knowledge of what needs to be done to rehabilitate manholes serving wastewater collection/water distribution.

EQUIPMENT, AIDS, TOOLS & MATERIALS

This position holder is expected to operate or use the following:

- | | |
|------------------------------|----------------------------|
| 1. Backhoe | 2. Four Wheel Drive Pickup |
| 3. Water Jet Truck/Vac Truck | 4. Dump Truck |
| 5. Mower | 6. Tractor |
| 7. Sewer Camera | 8. Gasoline powered tools |
| 9. Various hand tools | 10. Mini-Escavator |
| Tapping machine | |

11.

LICENSES/CERTIFICATION

A valid Ohio Commercial Driver's License required. (Class B Minimum) If successful candidate does not have required license, time may be given to obtain.

EPA Class II Water Distribution and Wastewater Collections license preferred.

SERIOUS RESPONSIBILITIES

Must keep sewer lines open to assure proper wastewater service for the City. Must prevent major surface water leaks into manholes serving wastewater collection/water distribution. Repairs and installation of water lines and services should demonstrate good workmanship to provide dependable service.

SUPERVISION PROVIDED

Direct supervision is received from the Working Foreman or Operations Manager.



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QUALIFICATIONS, TRAINING & EXPERIENCE

EDUCATION: High School Education.

ON THE JOB: It would take a qualified person about 12 months to learn most of the task of the job.

WORKING CONDITIONS

Must work outside in weather extremes such as cold in winter and heat in summer.

Must work in water when making repairs and installations.

Must perform lifting of meters, pipes and equipment.

Must work under wet and muddy conditions.

Working in confined spaces.

Working inside a manhole places a lot of restrictions upon physical movement. The holder of this position must be able to work inside manholes.