



Randy Evans, Mayor
Mayor's Office 740/286-2201
David Swackhammer, Service Director
145 Broadway Street, Jackson OH 45640
cityadministration@jacksonohio.us
www.jacksonohio.us

NOTICE OF JOB BID

MAY 18TH, 2023

THE POSITION FOR
ONE (1) OR MORE SKILLED LABORER-
WATER DISTRIBUTION / WASTEWATER COLLECTION, CITY OF JACKSON, OHIO
NOW OPEN FOR JOB BID.

BIDS AND APPLICATIONS ARE BEING ACCEPTED AT THE CITY OF JACKSON,

MEMORIAL BUILDING, 145 BROADWAY STREET, JACKSON, OHIO.

THE HOURLY RATE OF PAY IS \$17.50 TO \$21.87.

SEE ATTACHED POSITION DESCRIPTION

POSTING TO BE COMPLETED AT 4:00 P.M., THURSDAY, JUNE 1, 2023.

Respectfully Submitted,

A handwritten signature in blue ink that reads "David Swackhammer". The signature is written in a cursive style and is positioned above the printed name.

David Swackhammer
Director of Public Services
City of Jackson, Ohio
740/286-2201
dswackhammer@jacksonohio.us

**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 Department Head.
13. Hours of work and work assigned are designated by the Department Head.

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.
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 |
| 11. Tapping machine | |

LICENSES/CERTIFICATION

A valid Ohio Commercial Driver's License required. (Class B Minimum) If successful candidate does not have required license, 6 months will 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 Job Foreman and the Superintendent of Water Distribution/Wastewater Collection and/or Operations Manager.

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.