

City of Pataskala
Utility Department
Nathan W. Coey, Director
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CITY OF PATASKALA, OHIO



621 West Broad Street
Suite 1D
Pataskala, Ohio 43062
Telephone: 740-927-4134
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JOB POSTING – UTILITY DEPARTMENT
Posted: January 13, 2012 – January 27, 2012

The City of Pataskala's Utility Department has an opening for the following job.

Job Title: **Utilities Operator**
Pay Range: **\$15.48 - \$16.45**

This job will be posted from Friday, January 13, 2012 until end of the business day on Friday, January 27, 2012.

Any interested candidates should submit a resume and cover letter to Nathan Coey, Utility Director by 4:00 pm on Friday, January 27, 2012. Candidates at a minimum should currently hold an OEPA Class 1 Wastewater Certification.

A copy of the Utility Operator job description is attached to this posting. Copies of the job description are also available upon request from Nathan Coey, Utility Director.

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: Thursday, January 12, 2012.

The City of Pataskala is an equal opportunity employer.

Nathan W. Coey
City of Pataskala
Utility Director
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TITLE: Utilities Operator

REPORTS TO: Director of Utility Services

FLSA STATUS: Non-Exempt

CIVIL SERVICE STATUS: Classified

GENERAL PURPOSE OF POSITION

- Under the direction of a Utilities Superintendent, performs all tasks assigned in a professional manner in order to help keep all of the systems within the Division of Utility Services operational.

ESSENTIAL FUNCTIONS

ADMINISTRATION

- Prepares all reports as assigned by the Superintendent
- Assists in the preparation of budget and other administrative documents
- Schedules projects which have been assigned by the Superintendent

FACILITY MAINTENANCE

- Assists in inspecting designated City facilities, and operational equipment
- Performs troubleshooting functions on operational equipment
- Performs actual repairs on equipment when necessary
- Makes repairs on public buildings
- Checks pump stations
- Assists in the repair of water distribution leaks
- Assists in collection system maintenance i.e. sewer backups
- Paints and cleans buildings and treatment equipment

EMERGENCY WORK

- Required to respond to plant and system emergencies as required
- Assists other departments as required

EQUIPMENT OPERATION

- Operates a variety of equipment used in the above work, including trucks, backhoes, riding mower, pumps, and other treatment plant equipment
- Performs routing maintenance and minor repair work such as lubricating and cleaning of job related vehicles, machinery, tools and equipment

SAFETY

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping including storage of tools and equipment

OTHER DUTIES

- Other related duties as required or assigned

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MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- Possess all relevant EPA certificates regarding treatment facilities
- High school diploma or GED equivalent preferred
- Must have excellent oral and written communication skills
- Knowledge of operation and maintenance of job related vehicles, machinery, tools, and equipment
- Knowledge of general utilities layout
- General knowledge of electrical equipment and functioning
- Ability to work courteously with elected officials, other City employees and the general public, including the bereaved

SPECIAL REQUIREMENTS

- May be required to possess and maintain a valid CDL (Commercial Driver's License) and therefore may be subject to drug and alcohol testing (must be able to pass a drug test)
- Will be required to carry a city cell phone to take emergency calls
- Must be available to work during other than normal business hours
- Must be willing to attend trade schools or training seminars as necessary

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- Must be able to perform heavy labor for extended periods of time in adverse weather conditions

Employee Signature

Date

City Administrator

Date