



## CITY OF PATASKALA

### ORDINANCE 2022-4413

Passed March 7, 2022

#### **AN ORDINANCE TO CREATE A NEW POSITION OF EMPLOYMENT, UTILITY SERVICE TECHNICIAN, WITHIN THE CITY OF PATASKALA**

***WHEREAS***, the general safety and welfare of the Pataskala residents and businesses is dependent upon the efficient and effective operation of City departments and staff; and

***WHEREAS***, after carefully reviewing and evaluating the Utility Department, it has been determined the creation of a full-time Utility Service Technician position, reporting to the Utility Billing Manager, would benefit the City's service delivery and business; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS ELECTED OR APPOINTED THERETO CONCURRING, THAT:**

Section 1: The full-time position of Utility Service Technician is hereby created within the City of Pataskala.

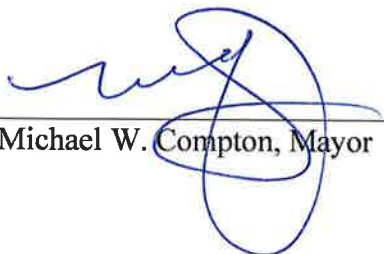
Section 2: The City of Pataskala's Organizational Structure Chart is hereby modified to show the Utility Service Technician position, created in Section 1, will be a direct report to the Utility Billing Manager.

Section 4: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

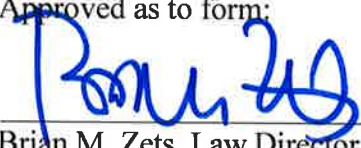
Section 5: This Ordinance shall become effective at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:

  
Kathy M. Hoskinson, Clerk of Council

  
Michael W. Compton, Mayor

Approved as to form:

  
Brian M. Zets, Law Director



## CITY OF PATASKALA

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Utility Service Technician
<b>HOURLY PAY RANGE:</b>	\$19.25 - \$22.32
<b>POSITION TERM:</b>	Full-Time
<b>DEPARTMENT:</b>	Utility
<b>POSITION REPORTS TO:</b>	Utility Billing Manager
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Classified

#### **JOB DESCRIPTION:**

##### **General Purpose of Position:**

Under the direction of the Utility Billing Manager, performs all tasks assigned in a professional manner in order to provide excellent customer service to the customers of the Division of Utility Services.

##### **Essential Functions of Work:**

*(May not include all duties performed)*

##### ***Utility Maintenance***

- Runs service orders, read meters
- Conducts service turn offs and turn ons
- Installs water meter equipment
- Conduct water and sewer inspections
- Assists with administrative work for the billing team
- Perform data entry for the Division of Utility Services
- Assist operators in operation of treatment plants
- Assist in the repair of water distribution leaks as needed

- Assist in collection system maintenance as needed

### ***Emergency Work***

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

### ***Safety***

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

### ***Other Duties***

- Other related duties as required or assigned

## **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

### **TRAINING AND EXPERIENCE**

- High school diploma or GED equivalent.
- Must have excellent oral and written communication skills
- General knowledge of operation and maintenance of job-related vehicles, machinery, tools, and equipment
- General knowledge of household utilities operation
- Ability to work courteously with elected officials, city employees and the general public

### **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license and maintain the requirements to be insured by the City's automotive liability policy
- May be required to obtain, 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)
- Must be available to work during other than normal business hours
- Will be required to carry a city cell phone to take emergency calls
- 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
- Must be able to lift up to 50 pounds multiple times during the workday

Approved by City of Pataskala Personnel Board of Review – January 10, 2022