



CITY OF PATASKALA POSITION DESCRIPTION

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