



# CITY OF PATASKALA POSITION DESCRIPTION

*Finance Department*

James M. Nicholson  
Finance Director

Janice A. Smith  
Finance Manager

**POSITION TITLE:** Utility Field Tech I  
**STARTING PAY RATE:** \$17.45  
**DEPARTMENT:** Water Utility  
**POSITION REPORTS TO:** Utility System Superintendent  
**NUMBER OF OPENINGS:** One (1)  
**FLSA STATUS:** Non-Exempt  
**CIVIL SERVICE STATUS:** Classified

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## **JOB DESCRIPTION:**

### **Essential Functions**

- Runs service orders, read meters
- Assists operators in operation of treatment plants
- Checks pumping stations
- Assists in the repair of water distribution leaks
- Paints hydrants and other operational equipment
- Operates valves
- Assists in collection system maintenance i.e. sewer backups
- Mows grass
- Makes repair on equipment

### **Building and Vehicle Maintenance**

- Assists in inspecting designated City facilities and operational equipment
- 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

**MINIMUM REQUIREMENTS FOR ENTRY TO POSITION****TRAINING AND EXPERIENCE**

- 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
- 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

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: Monday, November 19, 2018

The City of Pataskala is an equal opportunity employer