



# CITY OF PATASKALA

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Utility Service Technician
<b>Dept.:</b> Utilities	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Utility Billing Manager	<b>FLSA Status:</b> Non-exempt
<b>Normal Hours:</b> 8 am-4 pm	<b>Civil Service Status:</b> Classified
<b>EEO Status:</b> Technician	

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### CLASS DESCRIPTION:

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

### QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy. May be required to obtain and maintain a valid CDL Class B or higher.

### EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (Microsoft Office, Word and Excel, and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, motor vehicle, trucks, backhoes, riding mower, (skid loaders, dump trucks, generators, pumps, crane truck, backhoe, dewatering press).

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mists, fumes, or vapors; has occupational exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, and/or weekends; this is considered heavy work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.



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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- (1) Runs service orders, read meters; conducts service turn offs and turn ons; installs water meter equipment; conducts water and sewer inspections; assists with administrative work for the billing team; performs data entry for the Division of Utility Services; assists operators in operation of treatment plants; assists in the repair of water distribution leaks as needed; assists in collection system maintenance as needed.
- (2) Required to respond to plant and system emergencies as required; assists other departments as required.
- (3) Follows established safety procedures; reports unsafe conditions to supervisor; assists with department housekeeping.
- (4) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (1) Performs other duties as assigned.
- (2) Must be available to work during other than normal business hours.
- (3) Required to carry a city cell phone to take emergency calls.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge / Skills / Abilities:**

- Knowledge of City/department goals and objectives and policies and procedures
- Knowledge of workplace safety practices and procedures
- Knowledge of operation and maintenance of job related vehicles, machinery, tools, and equipment
- Knowledge of household utilities operation
- Ability to communicate effectively; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints
- Ability to travel to and gain access to work site



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**POSITIONS DIRECTLY SUPERVISED:**

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)