

Village of Glandorf

203 N Main St, PO Box 154

Glandorf, OH 45848

Phone (419) 538-6953

General Laborer/Certified Water Distribution Operator Job Description

Salary Range: \$22.00/hour - \$26.00/hour

General Description:

To perform daily maintenance and water distribution system duties within the utilities department as instructed by the Council and/or Mayor

Hired by the Mayor with the approval of Village Council

Under the daily direction of the Maintenance Superintendent with supervision of the Mayor

Work Schedule:

This is considered to be a full-time position. The normal work schedule for this position shall be forty (40) hours per week; specifically, Monday – Friday 7:00 am – 3:30 pm. This position may require occasional overtime during the weekends, evenings and holidays, including, but not limited to weekend and holiday duty on a regular basis.

Work Responsibilities:

The responsibilities of this position shall include, but not be limited to, the following duties. The following duties are intended to depict some, but not all, of the typical tasks required by this position. The position may require additional tasks and other duties as instructed by the direct supervisor.

- Perform routine maintenance on the entire water system; including the water supply and water distribution systems
- Perform routine maintenance on the entire sewer system; including the sanitary sewer collection system and grinder lift stations
- Perform routine maintenance on the streets and alleys and all items pertaining to streets and alleys
- Perform routine maintenance on the storm sewer collection system
- Perform routine maintenance on all Village buildings and grounds; including, but not limited to, all parks and Village Municipal Building
- To provide the highest quality of drinking water to all consumers connected to the water system
- To protect the water system from potential contamination
- Perform daily testing and functions of the water system including daily flows, chlorine and iron levels
- To assist with a leak detection program, hydrant flushing program, valve exercising program, backflow prevention program and a source water protection program
- Perform all monthly, quarterly and annual water testing as required by the Ohio EPA

- To read and perform maintenance on all types of water meters
- To troubleshoot and have the ability to recognize and correct a problematic situation or contact the proper personnel in order to correct the situation
- To maintain all necessary certifications pertaining to water system maintenance
- “Routine Maintenance” shall include the repair, installation or replacement of any and all items pertaining to the water, sewer, streets or parks and recreation departments
- To understand and adhere to all rules, regulations and policies as required by the State of Ohio, County of Putnam and Village of Glandorf
- To follow all general Operation & Maintenance procedures

Normal Employment Standards:

High School diploma or General Educational Development (GED) certificate
Possess a Class I or higher Water Supply certification issued by the State of Ohio
Two (2) years experience in a water system preferred

Required Knowledge, Abilities and Skills:

Ability to work well with fellow employees and interact well with the public. Ability to recognize and solve problems. Must possess the skills required to operate all equipment and machinery owned and operated by the Village of Glandorf. Must possess good record keeping, scheduling and organizational skills. Ability to utilize all necessary computer software required to perform normal water system correspondence, including, but not limited to, Microsoft Word, Excel and Internet. Must possess the skills and knowledge required to perform routine maintenance for all departments.

Special Requirements:

Must possess a Class B Commercial Driver’s License, issued by the State of Ohio Bureau of Motor Vehicles.

The Village of Glandorf is an Equal Opportunity Employer