

**BERNIE HOVEY**  
Mayor

**SEAN M. HOUSLEY, CPA**  
Clerk-Treasurer

**MARK W. LIPAN**  
Service Director

**JAMIE NORRIS**  
Chief of Police

**PATRICIA AMBROSE RUBRIGHT**  
Director of Law



**SILVER LAKE VILLAGE HALL**

2961 Kent Road  
Silver Lake, Ohio 44224-3027

Phone 330-923-5233

**POLICE**  
Non-Emergency 330-929-8771  
Phone 330-928-7573  
Fax 330-923-6965

[www.villageofsilverlake.com](http://www.villageofsilverlake.com)

**SERVICE DEPARTMENT**

**FULL-TIME  
SERVICE WORKER  
\$20.72/hr. with benefits**

The Village of Silver Lake will be accepting applications to fill a full-time Service Worker position in the Service Department.

Employees of the Service Department shall have knowledge of and be able to perform duties pertinent to water, storm/sanitary sewer, street maintenance and repair, roadway drainage, building maintenance and parks.

Knowledge, skills, mechanical aptitude, and initiative to operate a wide variety of hand power tools, and construction equipment including but not limited to air compressor, jack hammer, backhoe, sewer jet truck, dump/plow trucks, and other related equipment is required.

A valid Class A CDL with air brake and tanker endorsement is required. Applicants must have a clean driving record and be in good physical condition. Desire to learn and be trained is a requirement. Experience in water, sewer, roads, parks, constructions, and operation of excavation equipment is a plus. Ohio EPA Class I or II water distribution/wastewater collection certification is a plus, but not necessary for employment.

Applications will be accepted from October 4, 2023, until the job is filled.

The Village of Silver Lake is an Equal Opportunity Employer. Smoking is prohibited in or on Village property. All employees are expected to abide by this policy while at work. Applications with entire job description can be obtained at [www.villageofsilverlake.com](http://www.villageofsilverlake.com) or at Silver Lake Village Hall, 2961 Kent Road, Silver Lake, Ohio 44224.

Please Publish;

# **JOB DESCRIPTION**

## Village of Silver Lake

### **POSITION TITLE:**

Service Worker

### **BASIC FUNCTION AND RESPONSIBILITY:**

Employees of the Service Department shall have knowledge of and be able to perform duties pertinent to water, sewer, street maintenance and repair, roadway drainage, building maintenance and parks.

### **BEGINNING PAY SCALE:**

**\$20.72 hr.**

### **CHARACTERISTIC DUTIES:**

#### **WATER**

Maintenance, repair, and installation of new and old water mains, hydrants, valves, meters, water services, and all appurtenances.

Weekend pump check, lubrication, and maintenance of booster pumps, reading and installation of telemetering charts and equipment, incoming electrical supply, motor starter, and all its appurtenances.

Water sampling – daily chlorine samples, the use of chlorometers and other equipment, the purifications of taps and sampling bottles for bacteria tests, enter into records sampling and completing Ohio E.P.A. reports.

Reservoir tank climbing – measure water, knowledge of pipe gallery, water level sensing devices, and communications to the pump station.

Shall have knowledge of locations and ability to read underground maps and locate in the field.

## **SEWER**

Maintenance, repair, installation of new or old sanitary and storm sewers, methods of repair, flow design, types of pipes, and methods of cleaning.

The operation, maintenance, and repair of sewer cleaning equipment.

Methods of testing both sanitary and storm sewers.

Testing and repair of lift stations.

The ability to read underground maps for locations and locate in the field.

## **STREET**

Maintenance and repair of all types of paved and unpaved streets and highways, curbing (all types), tree lawns, drive approaches, sidewalks, and all other appurtenances.

Methods of equipment used and the maintenance thereof.

Street painting, traffic control, striping, operation, and maintenance of striping machine, and mixing of paint.

Snow removal, methods of salting and plowing of streets and highways, snow remover equipment maintenance and repair.

Drainage of roadways, ditching storm water flow, repairing of manholes and catch basins, installation of culvert and other appurtenances, use and understand elevations for drainage purposes.

Leaf and limb removal, the methods used, equipment used and maintenance thereof.

## **BUILDING MAINTENANCE**

General knowledge of cleaning and repair of interior and exterior of buildings, electrical, heating, plumbing, masonry, carpentry, and painting.

## **PARKS**

Maintenance of parks and areas considered under the parks jurisdiction.

Mowing, planting of flowers, shrubs, trees, and grasses.

Building of structures, sign making, and landscaping in general.

Care and maintenance of all equipment.

Maintenance of recreational equipment and all other related subjects.

## **PERSONAL**

Must be safety conscious

Clean driving record

Pass drug screening

A valid Class A C.D.L. license with air brake and tanker endorsement, available for 24-hour call for emergencies such as water and sewer repairs, snow removal, storm damage and other declared emergencies.

Must maintain a clean and neat appearance and be punctual and responsible.

Must be available to attend schools or other training deemed necessary to perform work related tasks.

Must establish and maintain a good attendance record.

## **TOOLS AND EQUIPMENT USED**

Car, pick-up truck, heavy-duty trucks with snowplows; miscellaneous hand and power tools for street and storm sewer maintenance, etc.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl and talk or hear.

The employee must frequently lift and /or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious, places and is frequently exposed to wet and/or humid conditions, and vibration.

The noise level in the work environment is usually loud.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. High School diploma or GED equivalent, and
- B. Experience relating to the construction, repair and maintenance of sanitary, storm, water supply and distribution systems including the operation of related maintenance equipment, or
- C. Any equivalent combination of education and experience.

Necessary knowledge, skills, and abilities:

- A. Considerable knowledge of equipment, materials, and supplies used in street, sanitary and storm sewer, water, parks maintenance. Working knowledge of equipment and supplies used to do major and minor repairs. Working knowledge of first aid and applicable safety precautions.
- B. Skill in the operation of listed tools and equipment.
- C. Ability to work independently and to complete daily activities according to the work schedule.
- D. Ability to lift heavy objects, walk and stand for long periods and to perform strenuous physical labor under adverse field conditions.
- E. Ability to communicate orally and in writing.
- F. Ability to use equipment and tools properly and safely.
- G. Ability to understand, follow and transmit written and oral instructions.
- H. Ability to establish effective working relationships with employees, Police Department, and the public.

## **SPECIAL REQUIREMENTS**

A valid Class A C.D.L. license with air brake and tanker endorsement is required.

An Ohio EPA Class I or II Water Distribution/Wastewater Collection Certification is desired, but not a condition of employment.

Desire to learn and be trained is a requirement.

I have read the job description for Service Worker and fully understand the work requirements.

Signature\_\_\_\_\_Date\_\_\_\_\_