

JOB DESCRIPTION

Village of Silver Lake

POSITION TITLE:

Service Worker II / Mechanic

BASIC FUNCTION AND RESPONSIBILITY:

Employees of the Service Department shall have knowledge of and be able to perform duties pertinent to automotive or mechanical repairs. Maintain mobile equipment in both the Police and Service departments. 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:

\$29.07 hr.

CHARACTERISTIC DUTIES:

Mechanic

Performs automotive or mechanical repairs.

Maintains tasks to mobile equipment used by all departments.

Inspects equipment to locate the nature of defects or repairs needed.

Plans sequence of repair operations.

Substitutes new or re-built components and assemblies.

Repairs, adjusts, alters and services automobiles, trucks, backhoes, loaders, asphalt rollers and other special purpose equipment.

Uses electric, arc or oxy-acetylene welding and/or machinery to cut, heat, braze or fashion equipment in order to make the repair.

Keep detailed records of work performed and materials used.

Repairs, adjusts, alters and services a variety of related equipment and tools. Examples include, but are not limited to plows, mowers, chippers, post hole augers, chain saws, rototillers and pumps.

Has knowledge of air brake systems, and repairs.

Has knowledge of hydraulic systems and types of fitting requirements.

Has knowledge of electrical wiring systems.

Knowledge of diesel engines and components

Other duties as assigned

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 complete Ohio E.P.A. reports.

Reservoir tank climbing – measure water, change warning light, 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 pipe, 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

The 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. Ability to navigate and update records in our GIS system.

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 within the first year of employment.

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

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

Signature_____Date_____