

Buckeye Lake Village Water Department

Water Supervisor

5192 Walnut Rd. SE – P.O. Box 27

Mayor

Toby Miller

Buckeye Lake, Ohio 43008

Peggy A. Wells

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Village of Buckeye Lake Position Description

POSITION TITLE:	Water Worker 1
STARTING PAY RATE:	\$12.50
DEPARTMENT:	Water Department
POSITION REPORTS TO:	Water Department Supervisor
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
EMPLOYMENT TYPE:	Full-Time

JOB DESCRIPTION:

Essential Functions

- Runs service order, read meters;
- Assists operators in operation of treatment plant;
- Checks pumping station;
- Assists in the repair of water distribution leaks;
- Paints hydrants and other operational equipment;
- Operates valves;
- Assists in the collection system maintenance i.e. storm water systems;
- Mows grass and other grounds maintenance; and
- Makes repair on equipment.

Building and Vehicle Maintenance

- Assists in inspecting designated village facilities and operational equipment; and
- Paints and cleans buildings and treatment equipment.

Emergency work

- Required to respond to plant and system emergencies as required; and
- Assists other departments as required.

Equipment Operation

- Operates a variety of equipment used in the above work, including power tools, trucks, backhoes, riding mower, pumps, and other treatment plant equipment; and
- Performs routing maintenance and minor work such as lubricating and cleaning of job related vehicles, machinery, tools and equipment.

Safety

- Follows established safety procedures;
- Reports unsafe conditions to supervisor; and
- Assists with department housekeeping including storage of tools and equipment.

Other Duties

- Other related duties as required or assigned.

MINIMUM REQUIREMENTS FOR POSITION

Training and Experience

- Minimum high school diploma or equivalent;
- Physically able to utilize all listed tools and equipment, work at heights and depths, lift 100 pounds or more routinely, bend, climb, crawl, and stand for extended periods of time;
- Must have a current and valid OH driver's license;
- Able to lift, bend, and endure physical exertion with or without reasonable accommodations;
- Able to work in extreme weather conditions for long periods of time; and
- Must have good interpersonal skills.

Special requirements

- Will be required to carry a village cell phone to take emergency calls;
- Must be available to work during other than normal business; and
- Must be willing to attend trade schools or training seminars as necessary.

All resumes will be reviewed and considered for qualifications. The Village of Buckeye Lake reserves the right to determine if an applicant meets the essential qualifications of the position.

The Village of Buckeye Lake is an equal opportunity employer.