

CITY OF OBERLIN JOB DESCRIPTION
Distribution Operator

Title: Distribution Operator

Department: Public Works

Supervisor: Superintendent, Assistant Superintendent,
and/or Lead Operator

Positions
Supervised: N/A

Status: Full-Time

Civil Service
Status: Classified/Non-Competitive

FLSA Status: Non-Exempt

Exemption Category: N/A

Bargaining Unit: IBEW

Pay Grade: Per Bargaining Agreement

Schedule: Regular business hours and responds to call-out in times of emergency or other times of need.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Operate, maintain, repair and replace the water distribution system, and all associated equipment.

The Distribution Operator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Distribution Operator shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Minimum Qualifications:

High school diploma, mathematical ability, communication skills, planning and organizing skills, knowledge and experience of water distribution system operations, and mechanical ability or an equivalent combination of education and experience, which provide the skills and abilities necessary to perform the job.

Must be able to function with co-workers as a team. Must have a telephone where one can be reached for call-outs and emergencies.

Supervision:

Works under the supervision of the Superintendent, Assistant Superintendent and/or the Lead Distribution Operator as assigned.

May supervise Service Maintenance Workers and part-time employees.

Duties and Responsibilities:

- All duties of the Service Maintenance Worker position.
- Operate heavy equipment, light equipment, power tools and hand tools required to maintain the water distribution system and all associated equipment.
- Read, operate, repair and install water meters. Check unusually high or low meter readings. Test water meters.
- Locate, operate, maintain and Install water mains and water services, fire hydrants, valves and valve boxes and all of the various appurtenances of the water distribution system.
- Perform duties, relating to cleaning and maintaining water towers.
- Collect and transfer information relative to the distribution system.
- Interact professionally with the public, contractors, staff, etc. in the performance of customer service duties.
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public and reports unsafe conditions.
- Participates in various mandatory meetings and trainings as required.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Skill in oral and written communication.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.
- Ability to climb ladders and operate tools and equipment listed.

Licenses and/or Certifications:

- Valid Ohio Class B Commercial Driver's License with Air Brakes and Tanker Endorsement within 6 months of date of hire.
- Class I Water Distribution License

Work Environment:

- Work is performed both indoors and outdoors.
- Assigned to stand-by. Responds to call-outs in times of emergency or other times of need.
- Required to work in severe weather conditions and potentially hazardous traffic conditions.
- Minor to significant levels of physically demanding effort.
- Required to work in trenches.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.

SAFETY SENSITIVE POSTIONS ARE SUBJECT TO DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Appointing Authority Signature/Date

Reviewed by Civil Service Com. _____

Reviewed by City Council _____