



Village of Wakeman

59 Hyde Street
PO Box 107
Wakeman, Ohio 44889
Ph: (440)839-2970 Fax: (440)399-1446
wakemanvillage@yahoo.com

JOB TITLE:

Street, Water, and Sewer Employee

SUPERVISOR:

Street, Water, and Sewer Employee shall report directly to the Superintendent of Street, Sewer, and Water and/or to the Village Administrator.

JOB RESPONSIBILITIES:

Street, Water, and Sewer Employee is responsible to assist in the minor maintenance and repair of the Village of Wakeman's water/wastewater utility systems, which includes: water tower, pump stations, lagoons, dams, sewer tanks, water and sewer mains, services, water valves, fire hydrants, meters, bulk water station, locating (OUPS) and all other related infrastructure. Also performs unskilled and semi-skilled work, assisting in maintenance and minor repair of streets, curbs, gutters, sidewalks, storm drains, traffic signs, grounds maintenance and perform other related work as assigned.

Essential Duties Include:

- Prepares and submits to the proper personnel; work record, logs, and other documentation as required
- Perform preventive maintenance including valve exercising, flushing hydrants, maintaining hydrants, painting hydrants, holding tanks, pump stations, lagoons, and in public works areas including streets, sidewalks, stormwater and drainage systems, street sweeping, and traffic/road signage. Performs minor repair as listed above as needed.
- Performs general assignments related to utility services including daily pump station readings and monthly reading of meters.
- Performs storm drainage maintenance; cleans and removes debris from lines and drains. minor maintenance and repair to buildings, facilities, and equipment. Assembly and installation of traffic/road signage.
- Operates, general maintenance and minor repair of various types/sizes of trucks and motorized equipment, and other power/hand tools.
- Performs seasonal work as needed such as snowplowing, snow blower and shoveling, lawn mowing, weed abatement and any other grounds or right of way maintenance; such as trimming trees, picking up brush and debris, and garbage removal.
- Sets up and removes barricades and signage to protect from street traffic.
- Performs other miscellaneous labor tasks or duties that may be assigned from time to time.



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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of safety practices and procedures.
- Ability to follow oral and written instructions.
- Physically able to work under adverse weather conditions when necessary
- Ability to operate and use hand and power tools and equipment
- Ability to use mechanic tools and understand basic mechanics.
- Ability to keep accurate records.
- Ability to develop and maintain effective working relationships with associates, elected officials and the general public

QUALIFICATIONS:

Education and Experience

- High School Diploma or equivalent

Licenses

- Valid State of Ohio Driver's license

Must be able to:

- Be insured by Village's Insurance Carrier
- Pass a drug-screen
- Pass a back-ground check