

CITY OF SANDUSKY  
POSITION ANNOUNCEMENT

Maintenance II  
Department of Public Works  
Street and Traffic Services Division

The City of Sandusky is accepting applications for the full-time position of Maintenance II in the Street and Traffic Services Division to perform a variety of semi-skilled tasks in the construction and maintenance of the city streets. The ideal candidate for this position must possess a high school diploma, valid driver's license with a CDL or the ability to obtain a CDL. A complete job description may be obtained at 222 Meigs Street, Sandusky, Ohio or from [www.ci.sandusky.oh.us](http://www.ci.sandusky.oh.us).

APPLICATIONS ARE BEING ACCEPTED BY THE  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
ATTN: CONNIE S. NICHOLSON, HR MANAGER  
222 MEIGS STREET, SANDUSKY, OHIO

Posting Period: Initial review of applications – August 21, 2017

**JOB DESCRIPTION**  
**Maintenance II/Sewer Collections**  
**Pay Range 07**  
**Department of Engineering Services**

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**Job Title: Maintenance II/Sewer Collections**

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**Reports To: Maintenance Foreman and Construction Maintenance**

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**Supervises Directly: None**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

**To perform a variety of semi-skilled tasks in the maintenance and construction of wastewater collections system components, grounds, facilities, equipment, and related customer service and management functions.**

***Essential Responsibilities:***

*Updates sewer maps and manhole charts.*

*Clean and repair sewer and sanitary lines.*

*Inspect manholes, run cleaning rods through guides, eliminate obstructions (e.g. roots, grease and other deposits), clean and repair catch basins, manholes, culverts and storm drains, drive dump truck to haul crew, materials and equipment.*

*Lay brick to raise manhole walls to prescribed levels; break asphalt and other pavements to excavate, cut damaged section of pipe with cutters, remove broken section from ditch.*

*Replace broken pipe and reconnect pipe section using pipe sleeve.*

*Inspect joints to ensure tightness, pack backfill excavation, tap mainline sewers to install sewer saddles.*

*Service, adjust, and make minor repairs to equipment, machines and attachments.*

*Operates snow removal equipment to maintain driveways and streets.*

*May operate heavy equipment under direct supervision, such as backhoe, vactor, mobile TV truck, loader, bobcat, crane truck, and trench box.*

*Learn the functioning of the overall sewer collection system, as well as the individual mechanical transmission and monitoring processes.*

*Performs other work as required.*

*Perform a variety of skilled and semi-skilled tasks in division.*

*Ability to understand and communicate written instructions.*

*Related and other duties as required.*

*Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.*

*Must report for work at required time and date and maintain a responsible attendance record.*

*Must be able to work flexible hours including evenings and weekends.*

*The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.*

*The avoidance of violent behavior that threatens the safety of other employees.*

**Skills and Abilities:**

*Understand and use specifications.*

*Use hands, arms and fingers.*

*Work to precise measurements.*

*Visualize how finished product will look or how system will operate.*

*Use arithmetic to measure, compute amount of materials to use, and to inspect product to be sure it conforms to requirements.*

*Lift and move materials and products.*

*Climb and balance self.*

*Work outdoors in all kinds of weather.*

*Stay calm in face of emergency or danger.*

**Physical Demands:**

*Medium Work: Exerting 20 to 50 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.*

**Environmental Conditions:**

*Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Wet and Humid conditions.*

***Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.***

***Reasoning Development:***

*Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.*

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***Mathematical Development:***

*Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, volume, area, depth, rate, and percent. Draw and interpret bar graphs. Perform arithmetic operations involving All-American monetary units.*

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***Language Development:***

*Reading: Passive vocabulary of 5,000 -6,000 words. Read at rate of 190-215 words per minute. Read instructions, rules, etc., looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation.*

*Writing: Write sentences, using cursive style, proper punctuation and employing adjectives and adverbs.*

*Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.*

***Relationships to Data, People and Things:***

***Data:*** *Computing: Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them. Does not include counting.*

***People:*** *Speaking-Signaling: Talking with, informing and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers, assistants, tourists, customers, transients, and city employees.*

***Things:*** *Manipulating: Using body members, tools or special devices to work, move, guide, or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest.*

***Specific Vocational Preparation:***

*Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.*

*Not less than 2 years experience in the construction and maintenance field.*

***To do this job, you must have the following licenses or certifications before being hired:***

*Must possess a valid Commercial driver's license with all applicable endorsements (tanker endorsement) or obtain one within 480 working hours.*

***To do this job, you must have the following amount of total education and/or experience:***

*(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)*

*High School Diploma*