



Village of Yellow Springs

Job Title: Water Distribution Utility Service Worker III

Department: Electric and Water Distribution Department

Reports To: Superintendent of Electric & Water Distribution Department

Hourly Pay Rate: Pay Level 8 (\$21.90 – \$27.98 per hour)

Employment Status: Full-Time

FLSA: Non-exempt

Position Overview

The Village of Yellow Springs is seeking a Water Distribution Utilities Service Worker III to assist in maintaining the water distribution system under the direction of the Superintendent of Electric & Water Distribution. This role involves performing semi-skilled labor tasks and operating a variety of light to heavy equipment. Safe operation of vehicles, machinery, and equipment is essential, as is a positive representation of the Village in the community.

Qualifications

- High school diploma or general education degree (GED).
- Valid Ohio driver's license.
- Ability to pass a pre-employment drug screen and background check.

Desired Knowledge, Skills, and Abilities:

Knowledge of: Village policies and procedures; safety practices and procedures; electrical construction, maintenance, and repair; electrical principles; traffic control and signals; public relations; occupational hazards; tools, equipment, and materials used in electric distribution line construction and maintenance.

Skills in: Operation of trencher, backhoe, dump truck; power tools; cell phones; locating tools; GIS; valve exercising machine; digger derrick truck; forklifts; vac truck; front end loader; skid steer; mini excavator.

Ability to: Interpret policies, procedures, and regulations; carry out simple instructions; deal with problems involving variables within familiar context; recognize unusual or threatening conditions and take appropriate action; communicate effectively; recognize safety warnings; read individual words; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; operate hand tools, work safely; exhibit and maintain satisfactory work ethics and public relations.



Key Responsibilities:

- Operate valve exercising machine for annual valve maintenance.
- Install, maintain, and repair components of the water distribution system.
- Drive trucks, pull trailers, and perform routine vehicle maintenance.
- Repair and replace broken fire hydrants.
- Repair and install new water main as needed.
- Operate GIS equipment to ensure precise location of Village assets.
- Locate underground utilities via O.U.P.S. for excavation safety.
- Perform wiring and other electrical functions at Village facilities.
- Operate tools for power plant maintenance (e.g., welder, drill press, grinders, lathe, cutting torch).
- Perform custodial duties (e.g., mow grass, wash/wax vehicles, sweep/mop floors).
- Handle troubleshooting and minor repairs.
- Lift and carry up to 100 pounds a distance of 30 yards.
- Follow all Village safety and health policies and procedures.
- Attend safety meetings and seminars.
- Participate in mandatory on-call rotation.
- Maintain required licenses and/or certificates.
- Demonstrate regular and predictable attendance.
- Answer phone calls and check emails regularly.
- Keep all equipment clean and serviced.
- Paint fire hydrants.

Other Duties and Responsibilities:

- Attend workshops or seminars related to duties performed.
- Assist other Village departments (e.g., electric, streets, parks, sewer, water treatment).
- Demonstrate and maintain satisfactory public relations.
- Perform other duties as assigned by supervisor.
- Complete Northwest Line School Module 1 (recommended, one-year course with 2,000 hours).
- Obtain Class B CDL (recommended).
- Obtain Water Distribution 1 license (recommended).
- Pass Village of Yellow Springs equipment training course (recommended).
- Maintain a valid driver's license.
- Participate in mandatory on-call rotation.



Physical and Hazardous Working Conditions:

- Work in or near floor openings, stairs, ladders, and elevated platforms.
- Exposed to noisy conditions, gases (argon, acetylene, oxygen), and flammable liquids.
- Use personal protective equipment (PPE) such as eye, face, respiratory, hand, and head protection.
- Handle hazardous materials, including chemicals, lead, and infectious substances.
- Work with or near machinery and equipment, including powered industrial trucks, derricks, and portable tools.
- Engage in welding, cutting, and construction activities.
- Operate in areas with fall hazards, such as excavations, and under conditions requiring fall protection.

Work Environment:

- Work in confined spaces (e.g., manholes) and on elevated platforms.
- Exposed to environmental conditions (e.g., fumes, dust, gases, noise).
- Potential exposure to hazardous chemicals, electrical shock, and mechanical hazards.
- Work in varying conditions (e.g., extreme weather, crowds, hazardous driving).
- Exposure to life-threatening situations, fire, and dangerous animals.

Application Process: We encourage all interested candidates to apply by submitting their application. The application can be found either on the Village of Yellow Springs website or directly via the following link:

https://www.yellowsprings.gov/egov/documents/1730229745_39089.pdf

Completed applications should be sent to cameron.fortin@yellowsprings.gov. The position will remain open until it is filled.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.