



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
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**THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES  
OPPORTUNITY FOR EMPLOYMENT  
DATE ISSUED: June 28, 2022**

**CLASSIFICATION TITLE:**

**Utility Worker**  
Lorain Utilities Water Distribution

**SALARY:**

Grade 23  
**\$19.33/ hr. Starting pay**  
**\$20.41/hr. after 6 months**  
**\$21.48/hr. after one year**

**POSITION SUMMARY**

The Utility Worker performs manual labor of more than ordinary difficulty, which often involves the use of acquired skills and tasks of a physically demanding nature. At times calls for the use of some skills acquired by experience or on-the-job training which may prepare employee for placement in higher level skilled or semi-skilled type of work. Requires more than usual physical strength and endurance. Normally works under supervision of a Water Distribution Crew Leader who may issue oral or written work orders and inspects work frequently.

**FILING OF APPLICATION**

Application must be made on the regular application forms available in the office of the Lorain Civil Service Commission, 7<sup>th</sup> floor, Lorain City Hall, 200 West Erie Ave, 7<sup>th</sup> floor, Lorain, Ohio 44052 OR applications are also available online at [cityoflorain.org](http://cityoflorain.org). click on Civil Service Department and then Job Application Instructions and follow the 4 step instructions. The Civil Service will begin accepting applications on Wednesday, June 29, 2022 **UNTIL THE POSITION IS FILLED**. Applications should be submitted via email directly to: [rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org) OR they may be dropped off in person. The office is closed on holidays and every day from approximately 12:00 to 1:00 p.m.

**ELIGIBILITY**

Applicants must be US citizens or have a valid permanent resident card. Applicants must possess a high school diploma or GED. Applicants must possess and show at time of application a valid driver's license issued by state of residence. All potential City of Lorain Civil Service classified employees will be required to successfully pass a background investigation and a basic pre-employment physical and drug test administered under the direction of the City of Lorain prior to their appointment. All potential candidates for this position will be required to take and pass a job related practical test administered by the Civil Service Commission and/or supervisory staff. A passing grade of seventy (70) percent must be achieved on this test.

## **QUALIFICATIONS**

Some knowledge of a variety of semi-skilled maintenance and manual tasks; physical strength and ability sufficient to do strenuous manual work for reasonable periods of time under varying climate conditions. Some knowledge of maintenance and construction hand and power tools, equipment and practices; some knowledge of the precautions necessary to work safely with and around automotive and public works equipment..

## **EXPERIENCE AND TRAINING**

Must be able to drive BOTH standard and automatic transmission vehicles. Must possess a minimum of a Class "B" CDL at time of application.

## **EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, disability or any other non-merit factor.

**Job Description attached.**

## WATER DISTRIBUTION SYSTEM

### UTILITY WORKERS

#### GENERAL STATEMENT OF DUTIES:

Performs manual labor of more than ordinary difficulty, which often involves the use of acquired skills and tasks of a physically demanding nature; does related work as required.

#### DISTINGUISHING FEATURES OF THE CLASS:

Work in this class involves responsibility for performing manual work which at times does not require a high degree of manipulative skill, but for which previous experience is useful in doing an effective job. At times it calls for the use of some skills acquired by experience or on-the-job training which may prepare the employee for placement in higher level skilled or semi-skilled type of work. It requires more than usual physical strength and endurance. A utility man normally works under the supervision of a working foreman who may issue oral or written work orders and inspects work frequently. An employee in this class will be called upon to work during periods of inclement weather. May be called upon on occasion to assist meter readers and installers in their duties when necessary.

#### WORK EXAMPLES: (Illustrative)

As a member of a member of a water distribution crew, digs and backfills ditches by hand; assists working foreman or line mechanics in the installation of water mains and service lines; sets up barricades.

Performs a variety of semi-skilled building maintenance, carpentry, painting and masonry tasks.

Acts as helper to line mechanics, mechanics, working foreman, meter installers, and other tradesmen where special skills are not usually required.

Digs and braces sewer and water lines and ditches.

Raises and lowers manholes and performs the rough masonry work involved. Builds forms for sidewalks and driveways and works as a cement finisher.

Makes water taps and shuts water on and off.

Prepares soil and landscapes.

Operates trucks, dump trucks with snow plows. Front-end loaders, backhoes and other equipment in a part-time training capacity.

Operates saws, jackhammers and related equipment.

When not working as a skilled laborer, works as an unskilled laborer as assigned.

Occasionally substitutes for a line mechanic or meter reader.

Shovels snow and works with snow removing equipment in winter months.

#### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS (Essential Duties):

Some knowledge of a variety of semi-skilled maintenance and manual tasks; ability to read and write.

Ability to understand and follow oral and written instructions.

Physical strength and agility sufficient to do strenuous manual work for reasonable periods of time under varying climatic conditions.

Ability to lift a minimum of 100 pounds.

Some knowledge of maintenance and construction hand and power tools, equipment and practices; some knowledge of the precautions necessary to work safely with and around automotive and public works equipment.

Must have valid driver's license of the State of Ohio.

## UTILITY WORKERS

Physical aspects may include, but are not limited to adjusting, carrying, climbing, connecting, crouching, crawling, kneeling, lifting, pulling, reaching and stooping.  
Must be willing to work overtime as per collective bargaining unit.

### MINIMUM EXPERIENCE AND TRAINING (What is required to perform the Essential Duties):

Some experience in performing semi-skilled maintenance or construction tasks and preferably completion of a standard grade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a valid Ohio Driver's License.\* **MUST BE ABLE TO DRIVE BOTH STANDARD AND AUTOMATIC TRANSMISSION VEHICLES. CDL(B) IS A REQUIREMENT FOR THIS POSITION.** All applicants may be required to take and pass a basic mathematics test and/or job related test and/or practical test given by the Civil Service Commission. A passing grade of seventy (70) must be achieved on this test.

### ESSENTIAL OSHA RESPONSIBILITIES:

Know and use safe work procedures, additional training if training is required.  
Recognize job hazards and take proper precautions to assure personal, as well as fellow employee and public safety, additional training if training is required.  
Inform his/her supervisor immediately of hazards, unsafe equipment and acts, and recommend solutions to correct deficiencies.  
Actively participate in safety program and training.  
Immediately report accidents, injuries and near misses to his/her supervisor.  
Report to work in a condition to be able to work safely.