



# Village of Buckeye Lake, Ohio

<b>JOB TITLE:</b>	Water Tech I	<b>JOB CATEGORY:</b>	Public Works
<b>Department/Group:</b>	Public Works	<b>Job code/Req#:</b>	N/A
<b>Location:</b>	Buckeye Lake, Ohio	<b>Travel required:</b>	N/A
<b>Level/Salary range:</b>	\$20.00-23.00 / hour	<b>Position type:</b>	Full-time non-exempt
<b>Directly Reports To:</b>	Water Department Supervisor	<b>Date posted:</b>	December 2025
<b>Will train applicant:</b>	Yes with proper qualifications	<b>Posting expires:</b>	Once filled

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## APPLICATIONS ACCEPTED BY:

<b>Fax or Email:</b>	clerk@buckeyelakevillage.com	<b>Subject line:</b>	Water Tech I Application
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## JOB DESCRIPTION

### SUMMARY:

Under the direction of the Service Director / Water Department Supervisor, the Water Tech I performs a variety of skilled and semi-skilled labor duties related to the installation, repair, and maintenance of the Village's water distribution system. This position assists with maintaining water mains, service lines, valves, and hydrants; performs excavation, concrete, and asphalt work; and supports facility, equipment, and vehicle upkeep.

### PRINCIPLE DUTIES:

 For purposes of 42 use 12101:

- ❖ Performs laboring tasks such as digging, trenching, backfilling, and compacting soil for installation and repair of water lines, hydrants, valves, and service connections; assists in the installation, maintenance, and repair of water mains, service lines, hydrants, valves, meters, and related appurtenances; cuts, breaks, and removes asphalt, concrete, or pavement using appropriate hand and power tools to locate leaks or access underground utilities; repairs and restores roadways, sidewalks, and curbs after utility work is completed.
- ❖ Operates Village vehicles and equipment to transport materials, tools, and supplies to and from job sites; inspects, services, and winterizes fire hydrants to ensure proper function and readiness; performs maintenance, landscaping, and general upkeep of Village water facilities, buildings, and grounds; conducts routine janitorial, facility, and equipment maintenance duties as assigned.
- ❖ Assists in concrete repair and replacement of catch basin curb, sidewalks, drive approaches, manholes; assists in repairing, servicing and maintenance of taps, mains, water lines, fire hydrants, and service boxes; lays water lines; maintains, flushes, repair water hydrants; exercises and repairs water valves; locates water mains and leaks; etc.
- ❖ Assists with the installation, repair, and servicing of water meters and associated equipment; moves, connects, and maintains chemical and meter equipment; handles chemicals safely and in compliance with safety regulations and MSDS guidelines; assists in locating water lines, valves, and other underground appurtenances.
- ❖ Supports other departments and assists with unloading equipment or materials as directed; operates trucks, light equipment, and hand tools safely and effectively in all weather conditions; follows all safety protocols and procedures.
- ❖ Meet all job safety requirements and all applicable safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications; attend meetings or other - job related functions outside of normal working hours, as required.
- ❖ Performs other duties as assigned.

**MINIMUM QUALIFICATIONS: An example of acceptable qualifications:**

- Completion of High School Diploma or possession of a GED certificate required.
- Over two (2) years of experience in skilled maintenance.
- Any combination of education, training, and/or experience equivalent to the minimum qualifications stated above.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license, must remain insurable under the Village's vehicle insurance policy.

**EQUIPMENT OPERATED:**

The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (e.g., Microsoft Office, iWorQ, iamGIS, and other applicable computer software), fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment; motor vehicle, small hand tools, power tools, pickup truck and trailer, backhoe, shovel and pick, propane heater, chainsaw, handsaw, etc.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs; works in a confined space (e.g. manhole); works in the vicinity of dockboards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on or around powered platforms and/or vehicle mounted platforms (e.g., manlifts, firetrucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; has exposure to life threatening situations; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; routinely required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. May exert up to 100 pounds of force occasionally; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)**

**KNOWLEDGE OF:** Village goals and objectives; \* Village policies and procedures; \* water treatment plant operating procedures; water treatment regulations; water distribution systems and components; water distribution principles and practices; heavy and medium duty equipment maintenance and repair; grounds maintenance and repair; English Grammar and spelling.

**SKILL IN:** operation of water testing instruments and/or materials; motor vehicle operation; use of mechanic's tools and equipment; use of bench and/or hand tools; use of modern office equipment.

**ABILITY TO:** deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; maintain accurate records; work independently; demonstrate physical fitness; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; perform heavy manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications; work flexible hours that may include evenings, nights, and/or weekends; calibrate laboratory equipment; calculate rates, ratios and percentages; collect samples and perform routine laboratory tests.

**POSITIONS DIRECTLY SUPERVISED : NONE**