OTTAWA COUNTY POSITION POSTING

Job Title:	Laborer – Maintenance II Worker
Reports to:	Assistant Operations Manager, Sanitary Engineering Department
Job Status:	Classified FLSA Non-Exempt Full Time
Salary Range:	Per Union Contract: $19.70 - $24.63 per hour/$25.80 - $32.25 per hour

Job Summary

The **Laborer** position in the Sanitary Engineering Department performs various semi-skilled maintenance tasks to water/wastewater systems, grounds and equipment tasks. The **Maintenance II** position performs a variety of skilled and semi-skilled tasks for the purpose of maintaining and repairing water/wastewater facilities, equipment and vehicles; operates heavy and special equipment; able to interpret basic engineering plans and specifications, assists in the construction of projects, and repair or fabrication of components when necessary.

Essential Knowledge, Abilities and Skills, Education: Laborer & Maintenance II Worker

- High school graduate or equivalent
- Ability to perform manual duties under adverse climatic working conditions
- Ability to work cooperatively with associates and public
- General maintenance skills

Additionally for Maintenance II:

- General mechanical skills
- Knowledge of water and wastewater maintenance procedures
- Knowledge of computer systems and spreadsheet software.

Essential Functions of the Laborer Position

1. Performs various semi-skilled maintenance tasks involved with water/wastewater systems, including assisting others with, CCTV work, the replacement of pumps, motors, meters, valves, fluids, and other mechanical or fixed components to ensure a safe and effective working condition
2. Assisting to repair water and wastewater mains and equipment during emergency situations
3. Assisting in the installation of water taps
4. Assisting in the replacement of faulty water mains
5. Assisting with the flushing of water and sewer mains
6. Assisting with the replacement/repairs of faulty manholes
7. Assisting with the locates, reads and repairs of water meters as assigned
8. Assisting to maintain records reflecting readings and other pertinent data
9. Notes damage or missing meters and reports findings to initiate repairs
10. Assisting with electrical/mechanical maintenance or major repairs to vehicles/equipment
11. Assisting with hydraulic system rebuilds
12. Repairs brakes, exhaust systems, changes fluids, and tunes engines
13. Replaces mechanical malfunctions and determines appropriate repairs procedure
14. Performs various manual tasks as necessary or required
15. Reads and interprets blueprints, basic engineering plans and specifications to assist in maintenance process
16. Maintains assigned vehicle, tools and test equipment for the purpose of ensuring availability of equipment

Essential Functions of the Maintenance II Position:

1. Performs maintenance of water/wastewater systems; including the replacement of pumps, motors, meters, valves, fluids, and other mechanical or fixed components to ensure a safe and effective working condition
2. Responds to emergency situations to repair water and wastewater mains and equipment
3. Performs water taps
4. Replaces faulty water mains
5. Flushes water and sewer mains
6. Replaces/repairs faulty manholes
7. Locates, reads and repairs water meters as assigned
8. Maintains records reflecting readings and other pertinent data
9. Notes damage or missing meters and reports findings to initiate repairs
10. Performs electrical/mechanical maintenance or major repairs to vehicles/equipment
11. Rebuilds hydraulic systems, repairs brakes, exhaust systems, changes fluids, and tunes engines
12. Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, GIS, GPS and meter reading software.
13. Replaces mechanical malfunctions and determines appropriate repairs procedure
14. Operates heavy equipment & machinery, including CCTV sewer equipment, to assist in maintenance of water/sewer lines
15. Performs various manual tasks as necessary or required
16. Reads and interprets blueprints, basic engineering plans and specifications to assist in maintenance process
17. Maintains assigned vehicle, tools and test equipment for the purpose of ensuring availability of equipment

Job Location

Work may be performed indoors in a shop area or out of doors in a field environment involving travel from site to site. Reporting location is the Danbury Wastewater Treatment Plant.

Equipment Used

Various trucks including sewer cleaning trucks, sewer camera equipment, dump trucks, pickup trucks, vans; trailers, backhoes, generators, compressors, sandblasters, forklifts, test equipment, computers, calculators, radios and various other hand and power tools

Physical Requirements

The work involves lifting, carrying, pushing, pulling, climbing, balancing, kneeling, crouching, crawling, driving, typing, reading, writing and communicating with others. The job is performed in various temperature extremes and under certain hazardous conditions involving exposure to wastewater, chemicals and other situations that can present a risk of injury and/or illness; must be able to lift objects up to 100 pounds. **Additionally for Maintenance II Worker**: must be able to work a staggered or alternating shift schedule; on-call duty rotations and emergency call outs at any hour of the day.

Critical Skills/Expertise

- Valid Ohio Driver's License upon hire
- Able to secure a Commercial Driver's License within 24 months for Laborer, 12 months for Maintenance II Worker
- For Maintenance II Worker: Secure a Water Distribution I and Wastewater Collection I License within 30 months

Other Responsibilities

Other related functions and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. NOTE: while recreational marijuana may be legal in the state of Ohio, the County has elected to prohibit employees or applicants from using or testing positive for marijuana or THC. Any positive drug test will result in a withdrawal of the conditional offer of employment. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TO APPLY:

Submit an employment application to the Ottawa County Sanitary Engineering Department, Room 105, Courthouse Building, 315 Madison Street, Port Clinton, Ohio 43452, no later than 4:30 p.m., Friday, March 20, 2026. Resumes or applications may be submitted to the address above, email or fax as follows:
Fax: 419-734-6885
Email: cconner@co.ottawa.oh.us
Applications can be found at the Ottawa County website at
https://www.co.ottawa.oh.us/DocumentCenter/View/727/Employment-Application-PDF

No Phone Calls Please

DEADLINE TO APPLY is March 20, 2026 at 4:30pm or until filled