



## **PUBLIC WORKS TECHNICIAN UTILITIES TECHNICIAN**

The City of Waterville is accepting applications for the full-time positions of Public Works Technician and Utilities Technician. Applications may be obtained from the City website [waterville.org](http://waterville.org) or at the Waterville City Hall, 25 N. Second St., Waterville OH 43566; from 8 a.m. to 4:30 p.m. Position descriptions including requirements and qualifications are also available on the website. Current salary range is \$21.01 to \$27.87 per hour. Applicants who possess Ohio EPA Water or Sewer Licenses or have Arborist experience are preferred. Completed applications and other relevant information must be received by 4:00 p.m. on June 12, 2026 to be considered. Documentation of an Ohio Class B CDL must be included at the time an application is filed. Resumes may be included however; a completed application form must be submitted to be considered. The City of Waterville is an Equal Opportunity Employer (EOE).

**City of Waterville**

25 North Second Street • Waterville, Ohio 43566-1491 • 419-878-8100 • Fax 419-878-8044 • [www.waterville.org](http://www.waterville.org)



# City of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** Public Works Technician

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- (19) Performs other duties as required or assigned. These functions and duties listed in this description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

Competent training and certification from a technical or vocational school and two (2) years applied experience in a trade area related to the work activities of the Public Works Department; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:**

Must possess a valid Ohio Class B Commercial Driver's License with tank endorsement without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider. Ohio Environmental Protection Agency Class I – Wastewater Collection License, Ohio Environmental Protection Agency Class I Water Distribution License, Ohio Commercial Pesticide Applicator's License and/or International Society of Arboriculture Certified Arborist Municipal Specialist® desirable.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

- (1) Extensive knowledge of the procedures, methods, tools and equipment regarding the various tasks performed by the department.\*
- (2) Ability to analyze problems and plan solutions.
- (3) Ability to maintain records on materials needed and used.
- (4) Ability to operate power tools and light to heavy equipment
- (5) Knowledge of the geography of the City of Waterville.\*
- (6) Knowledge of department policies and procedures.\*
- (7) Knowledge in the proper care of the variety of tools and equipment assigned to the department.
- (8) Use of acute judgment regarding the health and safety of the public, fellow employees and oneself.
- (9) Ability to communicate effectively in oral and written form.
- (10) Ability to use tact in dealing with the public.
- (11) Ability to drive City vehicles.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

- Various types of City vehicles, tools and equipment.