

J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D , O H I O

ORDINANCE 19-008

POSTING DATE: 04/04/19
DEADLINE DATE: 04/10/19

INSTALLER

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **UTILITY COLLECTIONS DIVISION**:

POSITION	GRADE	STEP	HOURLY	ANNUALLY
Installer	11	D- F	\$12.29-\$17.91	\$25,565-\$37,256

GENERAL STATEMENT OF DUTIES:

Under general supervision, is responsible for water meter installation and removal, customer water service and consumer complaints; Related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Installation and removal of water meters;
Provides and discontinues water service;
Reports consumer complaints;
Locates curb boxes;
Prepares work orders for repairs;
Maintains inventory of meters and parts;
Prepares reports as required;
Performs related duties.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) safety practices and procedures, (2) **geographical area of the city**; Skill in, (3) the use of hand tools for the installation and removal of meters; Ability to (4) write legibly, (5) maintain records, (6) prepare reports, (7) establish and maintain effective working relationships with the general public;(8) perform heavy manual labor for extended periods of time in often adverse conditions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Work experience that provides a knowledge of water utility operation; completion of a standard high school course (or G.E.D. in lieu of diploma); or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

YOU MUST POSSESS A VALID OHIO DRIVERS LICENSE.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. (13)