

**POSITION DESCRIPTION**  
**WILLIAMS COUNTY ENGINEER**  
 An Equal Opportunity Employer

**Position Title:** Drainage Maintenance Worker I

**Department:** Drainage **Date:** January, 2023

**Civil Service:** Classified **FLSA Classification:** Non-exempt

**General Purpose for Job:** Assist with the construction and maintenance of tiles and open drainage ditches.

**Reporting Structure for Drainage Maintenance Worker I**

**Department Director or Administrator:** County Engineer  
**Department Manager:** Drainage Engineer  
**First-level Supervisors:** Drainage Supervisor  
**Work Coordinator:** Drainage Engineer

**Supervises:** Seasonal Workers

**DUTIES** *(The duties listed below are representative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted. The percentage of time allocated to each group of duties is approximate.)*

<b><u>Duty Group</u></b>	<b><u>% Time:</u></b>
<ul style="list-style-type: none"> <li>• Perform drainage maintenance activities                             <ul style="list-style-type: none"> <li>○ Transport equipment, supplies, and materials to and from various job sites</li> <li>○ Haul stone, dirt, and other materials to work site, unload and distribute</li> <li>○ Create and maintain open ditches and channels by machine and hand-digging</li> <li>○ Repair and replace drainage tile by machine and hand digging</li> <li>○ Place rip-rap material on open ditches and channels for the purpose of bank stabilization and grade control</li> <li>○ Construct various grade control structures</li> <li>○ Spread dirt, spoil, gravel and stone, raking and/or rolling to establish proper level and grade for waterways and berm</li> <li>○ Perform activities in the removal, construction and maintenance of culverts, head walls, building forms and other carpentry work, pouring concrete, sandblasting, painting, welding, burning and other related activities</li> </ul> </li> <li>○ Perform vegetation management activities</li> </ul>	<p>90%</p>

- Remove vegetation and debris to clear ditches and channels; spray chemicals to limit vegetation growth
    - Participate in the annual chemical spray program to control invasive vegetation growth
    - Spray chemicals and set traps to control and eradicate insects and rodents
    - Track chemical inventory
  - Landscape areas; planting seed, cutting and trimming trees, etc.
  - Perform other maintenance activities as assigned or requested
  
- Miscellaneous duties 10%
  - Work cooperatively with other departments of the Engineer’s Office to meet goals, support the Engineer’s mission and serve the public
  - Attend and actively participate in department and other meetings
  - Gather and compile data as requested by the Drainage Engineer
  - Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
  - Inspect and perform routine maintenance of equipment and vehicles (e.g., fluid levels, grease fittings), cleaning and noting maintenance needs
  - Perform miscellaneous duties including mailbox repair, tree trimming, and brush removal
  - Perform general custodial duties
  - Complete simple forms and reports and perform other related duties as assigned
  - Assist the Highway Department with snow removal, as needed
  - Monitor and direct traffic in work areas
  - Perform other duties as assigned or requested

**MINIMUM EDUCATION AND EXPERIENCE**

**Education:** High school diploma

**Experience:** Work experience is appreciated but this is an entry level position

*A different combination of education and experience may be acceptable if deemed equivalent.*

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge, skill and ability necessary to:

- Operate these and similar tools and equipment for a standard work shift, in accordance with customary operating and safety practices:

<b>Representative Tools and Equipment</b>	<b>Used for:</b>
<ul style="list-style-type: none"> <li>• Medium Motorized Equipment</li> </ul>	
<ul style="list-style-type: none"> <li>○ Dump truck</li> </ul>	Hauling, stone, dirt
<ul style="list-style-type: none"> <li>○ Loader</li> </ul>	Loading stone or dirt
<ul style="list-style-type: none"> <li>○ Tow motor / Skid steer</li> </ul>	Loading and unload misc. material
<ul style="list-style-type: none"> <li>○ Utility Tractor</li> <li>○ Power Rake</li> <li>○ Brush Mower</li> <li>○ Seeder</li> </ul>	Chemical Spraying, Mowing, Landscaping

• Small Machines	Landscaping
o ATV / UTV	Performing ditch inspections
o Portable generator	Misc. power needs
o Water jet	Clean drainage tile
o Small Water Pump (less than 10 H.P.)	Transfer water

<b>Representative Tools and Equipment</b>	<b>Used for:</b>
• Hand and Power Tools	
o Hand, circular, chain and reciprocating saws	Cutting trees, drainage tile, and other material
o Rake and shovel	Moving and spreading dirt and stone
o Concrete Saw	Cutting Concrete
o Electric Drills	Drilling holes and fastening material, mixing
o Hand Seeder	Plant grass seed
o Vibratory Compactor	Compact base material
o Laser Level	Set grade and general surveying
o Power Seeder	Plant grass seed
o Tile Probe	Finding existing drainage tile
o General hand tools (wrenches, screwdrivers, scissors, etc.)	General repair and maintenance work

- Read instructions, operating manuals, departmental correspondence, bulletins, etc.
- Complete simple departmental reporting forms (e.g., time reports)
- Maintain effective working relationships with supervisor and co-workers
- Perform work of a physical nature for extended periods of time
- Follow simple instructions

<b>LICENSE OR CERTIFICATION</b>
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- Ability to obtain a Valid State of Ohio Class A Commercial Drivers' License with a tanker endorsement and a driving record acceptable to the Engineer's Office insurance provider.

<b>PHYSICAL DEMANDS</b>
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- Frequently standing for long periods of time, bending, stooping, raking, shoveling or sweeping.
- Frequently working on roadways alongside active traffic.
- Occasionally lifting or pushing weights in excess of 20 pounds, walking, climbing stairs, and confined space entry.
- Occasionally working with and exposed to chemicals to control and eradicate vegetation, insects and rodents.
- Must be able to work in extreme hot or cold weather conditions

**Mental Demands:** Frequently – Problem solving, making decisions, supervising, organizing, and reporting. Occasionally – Comprehension to understand the plans, procedures, and standards. Incumbents will always need to communicate and cooperate with co-workers to support the mission of serving the citizens.

**SCHEDULING DEMANDS AND CONSTRAINTS**

- Must be willing and available to occasionally report for duty outside of regular shift, particularly during the winter months

**Employee Acknowledgement:** I received a copy of this position description on (date) \_\_\_\_\_. I read the position description, and discussed with my supervisor any questions I had regarding the duties detailed herein. I understand that the position description is a representative listing of duties (not all inclusive) that may change in response to the employer's operations.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_