



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET  
POSITION AVAILABLE

JOB CLASSIFICATION TITLE: CONTROL SYSTEMS  
TECHNICIAN I

DEPARTMENT: WATER/SEWER

HOURLY RATE: \$18.41 - \$25.87 PER HOUR

PAY RANGE: #17

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING JUNE 18, 2021.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY  
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP  
AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH  
QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER



**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**ESSENTIAL FUNCTIONS:**

1. Performs specialized installation, troubleshooting, repair, maintenance and programming on water and sewer process control systems.
2. Manages the software and hardware of personal computers/servers in the water and sewer system facilities, including installing and configuring software and troubleshooting hardware problems. Maintains water and sewer system local area computer networks, the wireless WAN router system and remote workstations.
3. Develops specialized process control system software applications using existing process control software.
4. Advise users of any system changes and provide instruction on proper usage of any new equipment and software.
5. Schedules and conducts preventative maintenance for all process control computer system equipment and associated networks. Maintain complete equipment records including system layout, schematics, repair histories and maintenance/inspection schedules. Maintains stock and inventory of appropriate equipment, parts and related devices.
6. Coordinates repairs with vendors, deals with any warranty issues, tracks repair status.
7. Operates departmental equipment (e.g., laptop and desktop computers, copiers, fax machines, etc.).
8. Accesses various work sites (e.g., water towers, sewage lift stations, construction sites, etc.).
9. Demonstrates a regular and predictable attendance.
10. Maintains a valid Ohio driver's license.
11. Follows all safety and health practices of the Warren County Water and Sewer Department.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs various functions of departmental personnel to maintain water and sewer services (e.g. respond to emergencies, assist in operating water/sewer facilities, take samples, etc.).
2. Maybe on call 24 hours per day. Performs other duties as directed by supervisor.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** computer troubleshooting, inspection and testing techniques; safety practices and procedures; operation and maintenance of computer control equipment; departmental policies, procedures and activities; employee relations; appropriate State and Federal Laws, rules and regulations governing water and sewer facilities; water and wastewater control schemes and instrumentation systems; water hydraulics; mechanical systems used in the control of water and wastewater flow; public relations.

**Ability to:** understand control logic and applied principles; program control systems and assemble computer hardware and networks; keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities; effectively communicate and interact with supervisors, members of the general public, and all other work groups involved in the activities of the department; assemble information and make written reports and documents in a concise, clear effective manner; use independent judgement and work with little direct supervision when necessary; use proper research methods in gathering data; use testing equipment; define problems, collect facts and draw valid conclusions; access various work sites including some permit required confined spaces.

**Skill in:** building electronic spreadsheets and databases; diagnosing problems with control/monitoring equipment; reading and understanding blueprints and service manuals.

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

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(Date)