



**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: WAREHOUSE UTILITY WORKER  
DEPARTMENT: WATER AND SEWER  
PROBATIONARY RATE: \$15.87- \$23.87  
PAY RANGE: #12  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

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

**\*\*ADDITIONAL CONSIDERATION WILL BE GIVEN FOR CDL LICENSURE AND HEAVY EQUIPMENT OPERATION EXPERIENCE**

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 4, 2022.

**APPLICANTS SHOULD APPLY ON LINE AT: [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US)**  
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION DOWNLOAD TO YOUR DESKTOP AND EMAIL TO: [SUSAN.SPENCER@CO.WARREN.OH.US](mailto:SUSAN.SPENCER@CO.WARREN.OH.US). PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Warehouse Utility Worker      **Incumbent**  
**Class Title:**

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<b>Department:</b>	Water/Sewer Department	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Maintenance Superintendent	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	#12	<b>Employment Status:</b>	Full-Time
<b>Probation:</b>	365 days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	40 hours per week		

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**JOB RESPONSIBILITIES:**

Under general supervision, performs routine cleaning, painting, and basic maintenance of equipment, facilities, buildings and grounds; assists maintenance and maintenance crews and meter readers as required; performs other general labor related duties as may be required by supervisor.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.  
An example of an acceptable qualification for this position is:

Completion of secondary education or equivalent with training and/or experience which evidences an ability to perform basic general labor type work.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Under general supervision, but not limited to, performs routine cleaning, painting, and basic maintenance of equipment, facilities, buildings and grounds (e.g., waters, mows, rakes lawn, trims and prunes shrubs and trees, shovels snow, etc.).
2. Cleans building interior, restrooms, shower, locker room, garage area (e.g., sweeps and mops floors, washes windows and walls, paints, etc.).
3. Assists with the installation and repair of water mains, hydrants, meter pits and other related appurtenances.
4. Paints and numbers fire hydrants.
5. Sandblasts and paints meter lids.
6. Delivers material to maintenance workers and meter readers at work sites.
7. Washes equipment, tools and trucks.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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8. **Assists Maintenance Superintendent with maintaining inventory, etc.**
  9. **On call twenty-four (24) hours a day.**
  10. **Demonstrates regular and predictable attendance.**
  11. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

**OTHER DUTIES AND RESPONSIBILITIES:**

1. **Assists maintenance crews and meter readers as required.**
2. **Performs other routine general labor type tasks as may be assigned by the supervisor.**

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

**Knowledge of:** Safety practices and procedures; basic maintenance techniques and procedures.

**Ability to:** Understand basic mechanical repair procedures; recognize safety warnings; cooperate with co-workers on group projects; follow oral and written instructions.

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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.**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

**Date Adopted:  
Date Revised:  
posdes.143**