### Position:

**Distribution Technician**  
OhioMeansJobs Post #273039585

### Job Description:

Connects, disconnects or reconnects water service as appropriate or as directed; installs, sets, and turns on meters to establish service to customers; turns off meters to close accounts or troubleshoot leaks or perform inspections; and locks meters of delinquent accounts until accounts have been reconciled. Performs water meter service, including installation, removal and identification of new meters that need to be added to routes. Performs visual water meter readings per meter route schedules and Billing Coordinator direction and records information with electronic handheld or mobile devices. Performs customer service activities including providing assistance and information related to meters, consumption, leaks and procedures; responds to routine questions, requests for service and initiates problem resolution. Investigates customer complaints regarding high readings, no water and water leaks; performs re-reads due to high use or suspicion of meter malfunctions; delivers notices to customers regarding problem with account, high use, non-payment, or failure to keep payment arrangements. Coordinates the maintenance, repair and construction of water lines and their accessories (i.e., valves, hydrants and meters), and, when scheduled, is made available to respond to emergencies after normal working hours and on weekends and holidays. Verifies new meter account information including house number, location, and meter size, as needed. Maintains accurate work records. Coordinates activities with Water & Wastewater Divisions to ensure contractors are following correct installation procedures and development requirements by installing the proper back-flow prevention assembly at service connections where hazards are found. Operates dump trucks, pickup trucks, and other related small equipment. Performs manual labor tasks in the Ashtabula County Water System as required. Performs general cleaning/maintenance activities necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety. Maintains required licensure and certifications; meets all job safety requirements and all applicable OSHA safety standards pertinent to essential functions of the position; demonstrates regular and predictable/reliable attendance.  
Position is Full time  
$21.78/hr.

### Desired Skills:

Completion of secondary education or equivalent and one (1) year experience in skilled maintenance or; any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Shall possess a Class I Water Distribution License from the Ohio Environmental Protection Agency (OEPA) or obtain one within eighteen (18) months of hire date, and maintain or upgrade classification throughout duration of employment. Possession of a valid State of Ohio Motor Vehicle Commercial Driver's License (Class A with Tanker Endorsement) and an acceptable driving record; or the ability to obtain CDL within a twelve (12) month probationary period; and conformity with all conditions of the Ashtabula County Vehicle Usage Policy.

### How to apply:

Interested individuals may apply at:  
**Ashtabula County Job Fair**  
**Wednesday May 8th from 10:00 am - 2:00pm**  
**Ashtabula County Commissioner’s meeting room**  
Or submit resumes to:  
HR@ashtabulacounty.us

### OPEN DATE

5/1/2024

### CLOSE DATE

5/31/2024

If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
Thank you and best of luck  
OhioMeansJobs Ashtabula County  

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