

**CIVIL SERVICE EXAMINATION
UTILITY PERSON I
CITY OF FRANKLIN OHIO**

The Franklin Civil Service Commission will give a written examination for the purpose of establishing an eligibility list of persons for the position of Utility Person I for the City of Franklin on Saturday, October 16, 2010, beginning promptly at 8am. We ask that you arrive 15-20 minutes prior to testing time. The testing will be held at the First United Methodist Church located at West Third and South Main Streets, Franklin OH 45005.

A final score of 70% must be obtained to be placed on the eligibility list. Once you have completed the written exam, you will be free to leave. An applicant who attains a passing score and has an honorable discharge from the military of the United States, will have five (5) points added to their final score. **A copy of Form DD214 or a copy of your Honorable Discharge Certificate must accompany the application for credit.**

Eligibility Requirements:

- Must have completed High School or have G.E.D. equivalent
- Must be 18 years or older
- Must pass a physical examination
- Must have experience in heavy manual labor

APPLICATION FEES:

There will now be an application fee of \$25. This payment must be made upon the return of your completed application to the city. You can pay by cash, check or money order. Your check or money order should be made payable to the City of Franklin. No credit and/or debit cards will be accepted.

Completed applications, fees and forms must be received at the City Building on or before Friday, October 8, 2010 at 5PM.

Present starting salary is \$18.86 an hour.
Please allow 2-3 hours on the day of testing.

A photo identification must be shown on the day of testing.

NO PHONE CALLS PLEASE EOE

CITY OF FRANKLIN

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 7

Position Number:

Name:

Class Number:

Class Title: Utility Person I

Civil Service Status: Classified

Dept./Div: Public Works

Employment Status: Full-time

Reports To: Street and/or Water and Sewer Supt.

FLSA Status: Non-exempt

Supervises:

Pay:

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma or equivalent; experience in heavy manual labor; must pass a city-administered medical/physical examination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Commercial Driver's License, Class B.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: department goals and objectives; department policies and procedures; road construction, maintenance, and repair; utility construction, maintenance, and repair; general construction, maintenance, and repair; water meter maintenance and repair; sewer construction, maintenance, and repair.

Skill in: painting; carpentry; masonry; plumbing; motor vehicle operation; use or operation of maintenance equipment.

Ability to: carry out simple instructions; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform heavy manual labor; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

(1) Performs a variety of manual tasks in the maintenance and construction of sidewalks, streets, sewers, water mains, public grounds, buildings, and facilities; collects garbage from garbage cans and dumpsters; applies blacktop or other patching material to streets; cleans gutters, culverts, sewers, and other drainage structures; makes water taps, turns water service on and off, reads water meters; repairs breaks in water mains and services; paints walls; flushes fire hydrants; digs post holes and gets posts; rakes leaves; mows grass and weeds.

Developed by:

Date Adopted: 8-18-03

Clemans, Nelson & Associates, Inc.

061002mcCl

Date Revised:

Columbus, OH 43235

pdfrank.up1

CITY OF FRANKLIN

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 2 of 7

Position Number:

Name:

(2) Lifts up to one hundred (100) pounds a distance of thirty (30) yards.

(3) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(4) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(5) Performs other duties as required.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Dump truck, front-end loader, bobcat, power tools, street sweeper, grater, roller, backhoe.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

1. Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.
2. Fixed industrial stairs.
3. Portable wood ladders.
4. Portable metal ladders.
5. Fixed ladders.
6. Scaffolding.
7. Manually propelled mobile ladder stands and scaffolds.
8. Other working surfaces.
9. Emergency plans and fire plans.
0. Powered platforms for building maintenance.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

061002mcCI

Date Revised:

Columbus, OH 43235

pdfrank.up1

CITY OF FRANKLIN

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 3 of 7

Position Number:

Name:

11. Vehicle-mounted elevating and rotating work platforms.
12. Manlifts.
13. Noisy operations or activities.
14. Compressed gases.
15. Acetylene.
16. Hydrogen.
17. Oxygen.
18. Nitrous oxide.
19. Flammable and combustible liquids.
20. Spray finishing using flammable and combustible materials.
21. Dip tanks containing flammable or combustible liquids.
22. Storage and handling of liquified petroleum gas.
23. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.
24. General requirements for use, care, and limitations of personal protective equipment.
25. Fall protection for employees system requirements to eliminate fall hazard.
26. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
27. Respiratory protection due to potential exposure to airborne contaminants.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

061002mcCI

Date Revised:

Columbus, OH 43235

pdfrank.up1

CITY OF FRANKLIN

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 4 of 7

Position Number:

Name:

28. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to be present).
29. Occupational foot protection due to potential impact of objects, compression, and other hazards to the feet.
30. Electrical protective devices (such as rubber gloves) to prevent electrical shock.
31. Hand protection.
32. Permit-required and nonpermit-required confined spaces.
33. Machines and equipment which could accidentally become energized (lockout/tagout).
34. Portable fire extinguishers.
35. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
36. Powered industrial truck.
37. Overhead or gantry crane.
38. Crawler locomotive or truck crane.
39. Derrick.
40. Sling.
41. General requirement for safe use of tools and guarding.
42. Woodworking equipment.
43. Abrasive wheels.
44. Mechanical power presses.

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Columbus, OH 43235

061002mcCI
pdfrank.upl

CITY OF FRANKLIN

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 5 of 7

Position Number:

Name:

- 45. Forging machine.
- 46. Hand and portable tools.
- 47. Guarding of portable power tools.
- 48. Jack stands.
- 49. Oxygen-fuel gas welding and cutting.
- 50. Arc welding and cutting.
- 51. Laundry machinery and/or operations.
- 52. Telecommunications centers or at telecommunications field operations.
- 53. Electrical, generation, transmission, and distribution.
- 54. Electrical wiring.
- 55. Installation of wiring of cables, and other equipment which transmits electricity.
- 56. Air contaminants.
- 57. Lead, including lead based paints or lead from other sources.
- 58. Human blood or other potentially infectious materials.
- 59. Hazardous chemicals.
- 60. Hazardous chemicals in laboratories.
- 61. Construction activities.
- 62. Fall protection — construction.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

061002mcCI

Date Revised:

Columbus, OH 43235

pdfrank.up1

CITY OF FRANKLIN

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 6 of 7

Position Number:

Name:

- 63. Aerial lifts.
- 64. Vehicle on construction site.
- 65. Construction-type material handling equipment.
- 66. Excavations activities.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

- 1. Uses or works in proximity to the use of firearms.
- 2. Works in or around crowds.
- 3. Has contact with potentially violent or emotionally distraught persons.
- 4. Has exposure to potentially vicious animals.
- 5. Has exposure to life threatening situations.
- 6. Has exposure to fire.
- 7. Has exposure to hot, cold, wet, humid or windy weather conditions.
- 8. Has exposure to hazardous driving conditions.
- 9. Has exposure to shaking objects or surfaces.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

061002mcCI

Date Revised:

Columbus, OH 43235

pdfrank.up1