



**Ashtabula  
County**

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# ACCEPTING RESUMES

## Maintenance Foreman

**OhioMeansJobs Post# 2830923**

**Position:**

**Job  
Description:**

**Company/ Work Address:** City of Ashtabula, Sanitation Department  
2247 Lake Ave, Ashtabula, Ohio 44004

**Days/Hours:** Monday - Friday/ 7:00am - 3:00pm/ Full Time

**Hourly Wage:** \$19.42 - \$20.42

**General Statement of Duties:**

Directs wastewater treatment plant maintenance and pump station maintenance crew in daily operations.

Repairs and performs maintenance on wastewater treatment facilities. Handles emergency maintenance problems and coordinates emergency response teams. Carries out planned maintenance and preventive maintenance programs. Makes daily maintenance decisions and schedule as delegated by the Superintendent. Controls inventory of spare parts and equipment. Supervises maintenance mechanics, mechanics helpers and/or equipment operators. Prepares and maintains repair records; inventory records. Operate all equipment (power tools, welding, etc.) used to maintain the treatment plant/pump stations. Insures safety of public and employees during repairs and installations. Organize crews in operational units and ensures materials are distributed to ensure task completion. Performs all functions of a maintenance mechanic and other related work as assigned

**Desired  
Skills:**

**Drug Screen/ Background Check/ Driver's License**

Knowledge of and Demonstrated Skills Require:

Must have high school diploma or equivalent. Must have valid Ohio Commercial Driver's License (minimum Class B). Five (5) years as a wastewater treatment plant/pump station maintenance mechanic with mechanical/electrical experience. Class I WWTP Operators Certification or Sanitary Sewer Collection Certification from OEPA or an additional five (5) years of progressively responsible WWTP maintenance experience. Demonstrate ability to communicate in written and oral form; interpret technical manuals, drawings, specifications, blueprints and layouts; and perform ordinary arithmetic, algebraic and geometric procedures.

**How to  
apply:**

**Applicants will apply for position by in-person: complete application at:**

Ohio Means Jobs  
2247 Lake Avenue, Ashtabula, OH 44004  
prior to 4:30 p.m. on 02/22/19.

**OPEN DATE  
02/04/19  
CLOSE DATE  
02/22/19**

**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.**

**(Attachment #2)**

**Thank you and best of luck**

**OhioMeansJobs Ashtabula County**

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