



## Job Vacancy Announcement

### Distribution System Maintenance

#### Description

The City of the Village of Indian Hill, Ohio will conduct a Civil Service Examination to establish an eligibility list for the position of Distribution System Maintenance in the Water Works Department. The hiring process will include a written examination and an oral interview and may also include a performance examination to test the applicants aptitude, skills and knowledge pertaining to the role.

The position of Distribution System Maintenance performs a variety of skilled work associated with general oversight, construction, maintenance and emergency repair of a designated Class I Distribution System. System Maintenance workers also perform repairs and replace sections of water main, water services, valves, fire hydrants and appurtenances; set up traffic control including signs and barricades, direct traffic around work sites; operate large trucks and medium-sized construction equipment and a wide variety of hand tools, pneumatic, and hydraulic; participate in the excavation of concrete, pavement, dirt and backfill open trenches and complete surfaces "to-finish" as appropriate; operate leak detection and pipe locating equipment; and perform inspection work as well as contractor oversight. Work in collaboration with fellow team members in the Water Works Department, as well as other departments in order to ensure success and safety for customers. Must be available for emergency work after regular working hours, weekends, and holidays.

The Water Works Department provides water supply and distribution maintenance service to Indian Hill, Terrace Park, Camp Dennison, approximately half of Madeira, and portions of Montgomery, Milford, Symmes Township and Columbia Township. The Indian Hill Water Works is comprised of 10 fulltime positions (3 in water treatment, 5 in water distribution, 1 administrative assistant) with the Water Works Superintendent responsible for the overall management of the department.

We are looking for individuals who are eager to learn various aspects of water distribution operations in order to make repairs, perform job site safety, and implement temporary traffic control zones. The ideal candidate will be a strong problem solver, utilizing mechanical skills and repair experience to best support our customers. Experience in water distribution system maintenance and repair functions is preferred.

#### Essential Duties and Responsibilities

- Interacts with the public, fire department, police department, and contractors about any problems in the water system.
- Reads and interprets design drawings.
- Detects leaks and other problems in the water system.
- Locates and properly marks underground water lines, valves, service lines, meter pits, and curb boxes.
- Inspects water main service line, and meter pit installation.
- Repairs and replaces sections of water mains, water services, valves, and appurtenances.
- Assists in the maintenance of the water treatment plant.

- Performs excavation of concrete, pavement, dirt and backfills open trenches and completes surfaces "to-finish" as appropriate.
- Repairs and replaces fire hydrants.
- Responds to water related emergencies such as service leaks and main breaks; assesses situation, determines proper action, makes process control decisions, performs necessary repair work to resolve problems or requests appropriate equipment/workers needed to resolve problems.
- Responds to public inquires and assists in notifying water consumers of temporary and emergency water shutdowns.
- Participates in the mandatory callout rotation that provides 24-hour coverage of all water distribution components and facilities.
- Delineates traffic control and work areas following established guidelines.
- Safely and effectively operates and maintains a variety of equipment utilized in the maintenance and operation of water distribution system; loads, unloads, and secures materials and equipment from trucks using several methods, i.e., hand, or by using various loading equipment.
- Performs daily inspection and maintenance checks on vehicle(s) and machinery/equipment used; and performs adjustments and minor service work on vehicle(s) and equipment/machinery used such as cleaning, washing, greasing, lubricating.
- Determines appropriate equipment needed for work assignment; tracks and maintains inventory and submits requests for supplies and materials.
- Assists Crew Leader and Water Works Superintendent with machinery and equipment capabilities to accomplish specific job site needs.

#### Knowledge, Skills and Abilities

- Working knowledge of the principles and practices relating to the practice of water and wastewater treatment and other environmental regulations.
- Ability to recognize unusual, inefficient or dangerous operating conditions. Ability to interpret water distribution system diagrams and mapping.
- Understand and follow oral and written instructions in an independent manner.
- Establish and maintain effective work relationships within a team-oriented operation.
- Manage or lead an assigned project.
- Ability to complete tasks, when necessary, without the direction of the Crew Leader and/or Water Works Superintendent.
- Ability to read, understand and record data from gauges, scales and meters. Ability to interact with the public and customers to notify of water service interruptions/restoration, and direct complaints or concerns to the appropriate personnel.
- Skill in operation and repair of pumps, valves, and related mechanical and electrical equipment.
- Ability to meet the physical requirements necessary to safely and effectively perform required duties including heavy manual labor in adverse conditions over long periods of time.
- Knowledge of safe operation, maintenance, adjustments and minor services of various vehicles and equipment in an acceptable manner (i.e., oil, grease) and assist in the maintenance of equipment.
- Ability to assist plant operators.
- Ability to maintain home or mobile telephone service for notification of emergency duty.
- Ability and willingness to respond to varied work assignments, flexible working hours including evenings, nights, weekends and/or holidays for emergency call-ins.

## Required Education and Experience

Minimum entry level requirements are a high school diploma or equivalent plus at least one year of experience in mechanical or maintenance type work and dealing with the public.

Work experience in the water distribution field at a public water system performing actual work in operation and maintenance of underground pipelines and repair of pumps, motors, pressure regulating facilities and related equipment is preferred. A current Ohio Environmental Protection Agency certification of a Class I Water Supply or Class I Water Distribution or higher is highly desirable.

## Licenses and Certifications

- An Ohio Environmental Protection Agency Class I Water Supply or Class I Water Distribution License is required within 24 months of date of hire and must be maintained.
- Valid Ohio Commercial Driver's License (CDL) – Class A with tanker endorsement or have the ability to obtain within 12 months from date of hire and must be maintained.

## Job Benefits

Competitive hourly rate of \$31.22 to \$42.50, depending on qualifications, with an excellent benefit package. Higher initial placement in the salary band is negotiable with higher levels of education and/or experience. Position is classified and FLSA non-exempt.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account
- Employer paid Basic Life & AD&D in the amount of 1X salary up to a maximum of \$75,000
- Access to onsite workout facility and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Longevity pay annually after 5 years of service with the Village
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

## Application Process

Qualified applicants are required to submit a completed application for employment no later than 4:00 p.m. EST on Friday, May 22, 2026. Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training. All documents may be submitted electronically through the City's website (<https://indianhill.gov/>), mailed or delivered to the attention of:

Jessica Chaney  
Director of Administrative Services  
Village of Indian Hill  
6525 Drake Road  
Cincinnati, OH 45243  
(513) 561-6500  
jchaney@indianhill.gov

Qualified applicants meeting the minimum qualifications will be contacted.

All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a pre-employment drug screening and physical examination.