



# CITY OF LORAIN

## Department of Public Safety/Service

**Rey Carrion**  
Director Public Safety / Service

**Ricardo Soto**  
Chief of Staff

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**Jack W. Bradley**  
Mayor

May 27, 2026

Lorain Civil Service Commission  
Lorain City Hall, 7<sup>th</sup> Floor  
200 West Erie Avenue  
Lorain, Ohio 44052

Honorable Members:

I am asking the Lorain Civil Service Commission to review and approve the updated job descriptions in the City of Lorain Utilities Department and adopt the updated job descriptions as submitted. The following job descriptions have been revised, with changes highlighted in yellow:

- **Crew Leader** – Sewer Department
- **Assistant Superintendent of Water Purification** – Water Purification Dept.
- **Purchasing & Inventory Clerk** – Utilities Department

A representative from the City of Lorain Utilities Department will be present at the next Civil Service meeting on Friday, June 12, 2026, to discuss this further and to answer any questions you may have.

Thanking you in advance for your consideration in this matter.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Rey Carrion', is written over a light blue circular stamp.

Rey Carrion, Director  
Department of Public Safety/Service

RC/ard/file  
CC: Utilities



## Position Description

**Position Title:** Crew Leader  
**Department:** Utilities – Sewer Department  
**Reports to:** Sewer Superintendent/Designee  
**FLSA:** Non-Exempt  
**Date:** May 12, 2026

**Position Summary:** The Crew Leader performs skilled tasks involved with the installation, maintenance and repair of sanitary sewer mains and laterals, manholes, storm sewers, catch basins, and appurtenances. Responsible for supervising and participating in the activities of sanitary and storm sewer maintenance and repair. Receives work orders and/or verbal instructions from the Superintendent & Assistant Superintendent and works independently to complete tasks.

### Duties and Responsibilities:

1. Supervises and participates in the work of crews engaged in maintaining and making repairs to the sewer collection system.
2. Supervises the installation and repair of sanitary sewer mains and laterals, manholes, storm sewers, catch basins, and other appurtenances
3. Monitor facilities and equipment to identify and repair malfunctions
4. Maintain daily log of maintenance activities and repairs
5. Receive and respond to afterhours calls for service and repairs (i.e. call-outs)
6. Maintain log of after-hours repairs and service
7. Regularly lift up to 50 pounds
8. Operate a variety of light, medium, and heavy equipment including but not limited to backhoes, dump trucks, jet trucks, vacuum trucks, etc.
9. Inspects private contractor's installation of laterals for correct connection and compliance with City of Lorain Codified Ordinance
10. Train employees entering the Sewer Department to ensure proper standard operating procedures are being followed
11. Instruct and relay work methods and procedures to subordinates
12. Investigate customer complaints (i.e. backups, odors, etc.)
13. Perform duties outside of your normal classification in the event of a declared emergency. An employee will be expected and required to report to work in a state of declared emergency
14. Use safe work procedures
15. Recognize job hazards and take proper precautions, such as the proper use of PPE

16. Actively participate in safety programs and training
17. Report to work in a safe condition

**Necessary Competencies:**

1. Equipment Maintenance and Repair
2. Problem Solving
3. Prioritizing
4. Attention to Detail
5. Safety

**Knowledge of:**

- All methods of maintenance and repair within a sewer collection system
- Operation of all equipment in the Sewer Department used to maintain and repair the sewer collection system
- Diagnostic capabilities to determine problems associated with relevant equipment and unexpected occurrences
- Safety protocols and procedures

**Skill and Ability to:**

- Ensure that work is accomplished correctly with minimal supervision from department superintendents
- Ability to use hand and power tools
- Ability to effectively relay information and work orders to subordinates
- Organize, prioritize and coordinate multiple tasks.
- Write material requests relative to work being performed
- Follow proper procedures (i.e. SOPs, etc.) during excavation and backfilling activities
- Present a positive image to the public.
- Exercise sound judgment
- Cooperate with co-workers
- Develop and maintain effective working relationships throughout the City.
- Perform routine maintenance on equipment.
- Perform heavy manual labor.
- Operate heavy and light equipment.
- Ability to measure and perform mathematical computations
- Ability to work independently or in a group setting.

### **Education and Experience:**

- Education: High School Diploma or GED equivalent required; Formal training beyond high school in maintenance or another mechanically inclined field is desirable
- Experience: A minimum of (5) years working in a sewer collection system is preferred. Considerable experience in the installation, maintenance, and repair of sanitary sewer mains and laterals, manholes, storm sewers, catch basins, and appurtenances.
- Valid State of Ohio Class A Commercial Driver's License is required
- Possession of a valid Ohio EPA Wastewater Collections or Operator's Class I Certification is required.

*In lieu of the above experience qualifications, an applicant may be considered if they are found to possess the qualities to successfully perform the duties of the position. An applicant must meet the minimum education requirement of this position to be considered for appointment.*

This job classification is included within the bargaining unit represented by the USW Local 6621 and therefore is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Lorain and USW Local 6621.

### **Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to bend, stoop, walk, climb stairs or ladders and push or lift light weight (5-10 pounds). Somewhat frequently work in awkward or confined positions and lift or push moderate weight (15-20 pounds). Occasional lifting or pushing of heavy weight (50+ pounds). Job duties will take place in all types of weather and during all seasons.

The City of Lorain is an Equal Opportunity Employer.

### **Scheduling Demands and Constraints:**

Scheduled starting and ending times of work may change moderately to accommodate seasonal lighting and weather conditions. Must be able to occasionally work additional hours (beyond 40 in one week) or report to duty outside of regularly scheduled hours as needed. Crew Leaders shall be on 24-hour call and must be willing to work overtime as per the collective bargaining agreement.



## Position Description

**Position Title:** Assistant Superintendent of Water Purification  
**Department:** Utilities – Water Purification  
**Reports to:** Superintendent of Water Purification  
**FLSA:** Exempt  
**Date:** May 12, 2026

**Position Summary:** Assists in the planning and administering of the operations of the Water Purification Plant for the City of Lorain, including but not limited to reservoirs, towers, booster stations, etc. Assists in managing a complex and large organization; exercises sound judgment, initiative, and independent decision-making with a high level of responsibility.

### Duties and Responsibilities:

1. Assists in developing administrative and program standards for various activities of the Water Purification Plant for the City of Lorain.
2. Assists in developing programs, goals, training courses for each of the various inter departments of the Water Purification Plant.
3. Assists in planning, scheduling and assigning work to subordinate operators, laboratory, maintenance personnel, utility men and other related personnel in the department.
4. Assists in instructing operators, laboratory and maintenance personnel in operation methods and procedures.
5. Assists in locating and correcting operating problems and assists in supervising their repairs.
6. Assists in planning and carrying out maintenance.
7. Assists in ordering or approving the ordering of supplies, parts, chemicals, etc.
8. Assists in determining pumping rates with regular review of all pertinent data at regular intervals.
9. Assists in maintaining and keeping all necessary records of operations, maintenance, etc.
10. Assists in preparing special reports as so desired.
11. Assists in preparing budget.
12. Assists in promoting improvements.
13. Assists in establishing and maintaining system of cost accounting, bookkeeping, stock keeping and record keeping.
14. Assists in developing reports and materials pertaining to the operational efficiency and functionality of the Water Purification Plant.
15. Keeps abreast of current developments in the field by attending meetings, readings and holding individual conferences with comparable officials in neighboring jurisdictions.

16. Keeps all public officials and citizens of the City of Lorain informed on activities of this facility.
17. Plans for expansion and improvements at the plant and in the distribution system.
18. Reviews operating performance data and chemical, physical and bacteriological analysis.
19. Participate in public speaking and policy-level conferences
20. May be responsible for and signs reports required by the State of Ohio Environmental Protection Agency, the United States Environmental Protection Agency, and the U.S. Public Health Service (ICC) in absence of Superintendent.
21. Policy-level conferences.
22. May be required to assume role as operator of record for Water Distribution.
23. May be required to assume role as operator of record for Water Purification.

**Necessary Competencies:**

- Leadership
- Equipment Operation & Repair
- Project Management
- Collaboration within a Team Environment
- Recordkeeping
- Organization
- Safety Protocols and Procedures

**Knowledge of:**

- Principles and practices of water treatment as applied to the development, construction, and maintenance of the water treatment plant
- Modern water purification principles and operational practices.
- Management practices, budgeting, municipal laws and regulations.
- Effective business controls and procedures.

**Skill and Ability to:**

1. Make recommendations and decisions in accordance with laws, regulations, policies, and procedures.
2. Plan and manage multiple projects with a strong attention to detail.
3. Interpret drawings and plans of the water treatment plant and equipment
4. Troubleshoot operations issues and functions as they arise
5. Provide department leadership to stimulate and maintain a positive safety environment.
6. Direct and evaluate employee safety performance.

7. Provide proper safety, operation and maintenance procedures.
8. Investigate, report and evaluate accidents; take corrective actions to avoid recurrence.
9. Participate in and coordinate with Safety Committee.

**Education and Experience:**

- Education: High School Diploma or GED equivalent is required; Bachelor's degree from an accredited college or university in engineering, science, or related field is encouraged.
- Experience: A minimum of five (5) years of considerable experience in the operation practices and procedures of water treatment is required. A minimum of two (2) years of management experience is preferred. A background in water operations/maintenance is required.
- Possession of a Class III or IV Ohio EPA Water Supply Certificate is required.
- Valid State of Ohio Driver's License.

*In lieu of the above experience qualifications, an applicant may be considered if they are found to possess the qualities to successfully perform the duties of the position. An applicant must meet the minimum education requirement of this position to be considered for appointment.*

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to bend, stoop, walk, climb stairs or ladders and push or lift light weight (5-10 pounds). Occasional lifting or pushing of light weight (25+ pounds).

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**Scheduling Demands and Constraints:**

Must be able to occasionally work additional hours (beyond 40 in one week) or report to duty outside of regularly scheduled hours as needed.



## Position Description

**Position Title:** Purchasing & Inventory Clerk  
**Department:** Utilities  
**Reports to:** Procurement Manager  
**FLSA:** Non-Exempt  
**Date:** May 12, 2026

**Position Summary:** This position will be required to handle/deliver/receive stored materials and supplies used throughout the Utilities Department. The individual in this position will work under the direction of the Procurement Manager, while displaying sound judgment and decision making.

### Duties and Responsibilities:

1. Tasked with assisting in maintaining adequate supply of consumable assets of the Utilities Department, including but not limited to office supplies, cleaning supplies, safety equipment, PPE, hydrants, pipe, valves, tools, vehicles, etc.
2. Receive, handle, deliver, and any other necessary actions to properly equip the Utilities Department with supplies and assets.
3. Coordinate street repairs after water and sewer line excavations and repairs with personnel within the City's Public Property Department and/or with the Contractor awarded for said work in an efficient manner.
4. Under the direction of the Procurement Manager, will coordinate and maintain records of vehicle and equipment repairs and services.
5. Review and inspect excavations for street repairs, under the direction of the Procurement Manager.
6. Submit invoices in a timely manner, secure quotes for services and products, and compare vendors if requested or directed.
7. Ensure inventory is properly categorized and maintained on a regular basis.
8. Practice proper housekeeping of designated storage area(s) for Department wide supplies while keeping requested records.
9. Coordinate with delivery providers to receive shipments of all sizes.
10. Provide recommendations for annual budget if called upon to do so.
11. Coordinate with on-call employees to ensure necessary equipment is readily available in cases of emergency.
12. Ensure materials are properly stored and maintained by incorporating and enforcing good housekeeping for all Sub-Departments of the Utilities Department
13. Visit job sites in all conditions to deliver materials requested and/or observe practices to learn to anticipate the needs of the Departments as well give recommendations if called do to so.
14. Operate heavy and light equipment necessary to complete basic functions of the job.

**Necessary Competencies:**

1. Analytical and Interpersonal Skills
2. Organized
3. Collaboration within a Team Environment
4. Honesty & Trustworthy

**Knowledge of:**

- Applicable Federal, State, and Local Laws and Regulations
- Materials Handling
- Common functions of Water Distribution and Sewer Collections work
- Inventory management and tracking basics
- Common office software, including but not limited to Microsoft Office Word, Excel, and Outlook

**Skill and Ability to:**

- Make recommendations and decisions in accordance with laws, regulations, policies, and procedures
- Plan and manage multiple tasks
- Assist in developing and implementing goals, objectives, policies, and procedures that are consistent with the City of Lorain's Utilities Department goals and objectives
- Complete work with minimum of direction and oversight
- Communicate clearly and concisely, orally, and in writing
- Establish and maintain cooperative relationships with customers, the public, and those contacted in the course of work, including negotiating work with outside contractors
- Use computer applications to assist in performing duties
- Perform mathematical computations

**Education and Experience:**

- Education: High School Diploma or GED equivalent; Formal training in utilities work, operations, and/or maintenance is desirable.
- Experience: Successful experience performing assigned tasks in relevant job. Strong knowledge in functions of water and sewer maintenance preferred.
- Valid State of Ohio Class B Driver's License or Class A Driver's License will allow for promotion within position.
- Must be able to safely operate a forklift within sixty (60) days of the appointment to the position.

This job classification is included within the bargaining unit represented by the USW Local 6621 and therefore is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Lorain and USW Local 6621.

**Physical Demands:**

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**Scheduling Demands and Constraints:**

Must be able to occasionally work additional hours (beyond 40 in one week) or report to duty outside of regularly scheduled hours as needed and incases of emergency.