

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Backhoe Operator	Department:	Field Operations-Water Maintenance
Requisition Number:	2025142		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$24.1911-\$33.8674 per hour
Date Posted Up:	2/14/2025	Date Posted Down:	Until Filled
Time Up:	2:00 p.m.	Time Down:	

SUMMARY

Working under the general supervision of the Plumber Crew Leader (PCL), incumbent operates, lubricates, cleans, and does simple maintenance work on the excavating equipment, loads and secures equipment on trailers, and performs the duties of the Utility Person as directed. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

INFORMATION/COMMUNICATION

- Reports irregularities and abnormal condition on trucks, equipment, tools, etc. to immediate supervisor;
- Assists in the training of other employees.

MANAGEMENT/OPERATIONS

- Operates equipment that includes excavators, backhoes, skid steers, trenchers, assorted rental equipment, etc.;
- Lifts, moves and places heavy objects and bulk materials with equipment;
- Loads and secures equipment onto transport trailers according to proper guidelines;
- Operates equipment on uneven ground surfaces such as ditches, creek beds, etc.;
- Performs the duties of the Utility Person as assigned;
- Responsible for refueling equipment when needed;
- Competency in the safe use and disposal of a variety of chemicals;

DIAGNOSTIC/PREVENTATIVE MAINTENANCE

- Excavates for the repair and/or replacement of water distribution assets, sanitary sewer assets, and storm sewer assets along with other types of excavation;
- Digs up and backfills service trenches and other excavations;
- Levels off and grades assigned areas;
- Cuts swales along roadways and/or reshapes them;
- Performs duties in accordance with the Departments safety rules and regulations, including daily check of tires, brakes, fluid, lights warning signals, and associated paperwork;

- Performs necessary simple maintenance work including lubrication of the equipment being operated and notifies the Plumber Crew Leader and/or supervisor when other maintenance or repairs are needed;
- Provides general maintenance to equipment, tools, and work area while keeping them in a clean and orderly condition;

MARGINAL FUNCTIONS

- Assists in the training of other employees;
- Performs similar or less skilled work;
- Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent has no supervisory responsibilities; however, the incumbent may train new employees and assist lower-level and temporary personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education equivalent to a high school diploma;
- Two years of appropriate experience as Utility Person or related experience;
- Must be able to obtain Backhoe Operator's Certification within one (1) year;
- Ability to read, write, spell and follow instructions;
- Ability to understand work processes, methods and use of equipment and machinery;
- Ability to pass fall protection training;
- Ability to pass post-offer screen for this position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if a City vehicle is used;
- New employees hiring into this position will be required to have a Commercial Driver's License (CDL) with an "A" endorsement Beginners Permit. New employees must obtain a regular CDL within their first 90 days. All existing employees must have and maintain a valid CDL with an "A" endorsement; Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne;
- Trenching and excavation certification; Training will be provided.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Physical effort is exerted regularly for sustained periods and strain may be intense for frequent or moderate duration. The work involves moderate lifting pushing, and bending. The assigned duties requires bending, twisting, climbing, and lifting up to 50 pounds on a regular basis.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, and vibration. The noise level in the work environment is usually moderate. The incumbent must have the ability to work under adverse conditions including extremes of temperature, humidity, precipitation and dust. Enters, exits and works in confined spaces wearing a variety of safety apparatus; wears respiratory devices. Exposure to dust and extreme temperature or severe outdoor weather conditions occur.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.