

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Communication Operator/Watchperson</b>	Department:	Water Maintenance & Services
Requisition Number:	2020088		
Hours:	6:00 p.m. – 6:00 a.m., 4 days on, 4 days off	Rate of Pay:	\$20.9067 per hour
Date Posted Up:	1/17/2020	Date Posted Down:	1/24/2020
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the close supervision of the Supervisor, incumbent maintains and cleans assigned areas, observes and watches the building and equipment to avoid loss or damage to property, receives telephone calls during off-hours and dispatches calls to service persons and crews when necessary. 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 City and department policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs building maintenance work including the cleaning and up-keep of floors, windows, furniture, fixtures, toilets, washrooms, walks, and other assigned areas or service supplies;
- Locks and unlocks entrances;
- Checks windows and doors for security;
- Keeps watch over buildings, vehicles, equipment, and supplies to prevent losses or damage to Utility property;
- Makes periodic patrols of the grounds;
- Dispatches line crews, service persons, complaint truck, engineering units, and supervisory units when necessary;
- Answers telephone calls and writes down information and transmits to supervisor according to instructions;
- Cuts and waters grass and shrubbery;
- Performs duties in accordance with the Utility's safety rules, regulations and practices;
- Reports irregularities and abnormal conditions;
- Directs the work of employees assigned to assist.

**MARGINAL FUNCTIONS**

- Assists in the training of other employees;
- Assists employees of equal or higher classification;
- 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**

This job has no supervisory responsibilities.

## **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 high school graduation with advanced training relevant to duties required in this position.

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to learn, and experience, with computer work;
- Understands work processes, methods.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License;
- May be required to undergo a Respirator or Confined Space physical as directed by management.

## **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 regularly 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. 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 require bending, twisting, and climbing lifting on a regular basis. The employee must frequently lift and/or move up to 50 pounds. Wears a variety of safety apparatus.

## **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, 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, and dust. Exposure to dust and extreme temperature occurs.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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. 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.