

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Laborer II	Department:	Water Maintenance & Service
Requisition Number:	2017163		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$19.3202 per hour
Date Posted Up:	9/11/2017	Date Posted Down:	9/15/2017
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the general supervision as assigned by the Construction Supervisor, incumbent performs labor as required by the Group to which employee is assigned, using hand and power tools in handling materials. 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.

- Makes and backfills excavations;
- Unloads, loads, unpacks and moves materials and supplies;
- Maintains equipment, tools and work area;
- Dismantles equipment and structures;
- Repairs or replaces hydrants as assigned;
- Makes push or tap to install hydrants, water mains and valves;
- Installs or repairs service, curb and valve boxes;
- Reads, writes, spells and follows instructions.

MARGINAL FUNCTIONS

- Assists in repairing roadways, sidewalks and curbs;
- Performs general maintenance work as assigned;
- Performs duties in accordance with the Departments safety rules and regulations;
- Assists in training of other employees;
- Assists employees of equal or higher classifications;
- Performs similar or less skilled work;
- Performs other duties as required.

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

- High school diploma or general education degree (GED);
- Experience performing duties listed above;
- Successful performance as Laborer I is preferred, however, not required;
- At the discretion of management, deemed physically fit to wear respiratory devices.

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. Incumbent has regular contact with co-workers and some contact with the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Has current CDL A permit with valid CDL physical and the ability to obtain an actual CDL A license within 89 days of hire. Upon receipt of Indiana Commercial Driver's License (CDL), Class A/ individual must be able to maintain CDL certification.

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 50 pounds. Physical effort is exerted regularly for sustained periods and strain may be intense for frequent or moderate duration. The work involves heavy lifting, pushing or excessive crouching, usually in a non-sitting position.

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. Exposure to dust, extreme temperature or severe outdoor weather conditions.

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. 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.