

**CITY OF FORT WAYNE JOB POSTING \*\*REPOSTING\*\***

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

Job Vacancy:	<b>Maintenance Crew Leader- Water Operator II</b>	Department:	Water Maintenance & Service
Requisition Number:	2019207		
Hours:	9:00 a.m. – 5:00 p.m.	Rate of Pay:	\$23.7898 per hour
Date Posted Up:	10-29-19	Date Posted Down:	11-4-19
Time Up:	10:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the direction of the Program Manager, incumbent investigates complaints received from residential, commercial, and industrial customers, pressure tests and sterilizes new mains and large services, locates mains, curb boxes and valves, and pressure tests for leaks. 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.

In the absence of the Operations Program Manager the incumbent leads the Water Operator I and II group. Typical work includes but is not limited to: Assigning and dispatching daily work to each crew, handling complaints and work requests from citizens and contractors, creating applicable work orders in Hansen and maintaining group schedules and records.

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

- Performs all duties of Water Operator I as well as similar or less skilled work;
- Implements programs to address future regulatory requirements including issues such as disinfectant residuals in the distribution system;
- Understands and applies Unidirectional Flushing theory when applicable;
- Inspects for water main cross connections;
- Performs pressure and flow tests and sterilizes new water mains and services;
- Computes chemical composition for disinfecting;
- Flushes and checks fire hydrants;
- Plans riser locations for fill, flush, pressure test and disinfecting;
- Coordinates with Program Manager and Engineering Support Services to install risers when applicable and maintain appropriate records; Installs risers ¾ to 2” when applicable;
- Operates all valves in process for fill and flush, pressure test and disinfecting;
- Creates and maintains all job tickets for procedures on new main work orders;
- Collects samples and delivers to Filtration Plant for chemical and bacteriological analysis and records passage or failure of samples;
- Communicates new main test results to other City Utilities staff members using electronic mail list;
- Reports to Program Manager to remove risers when main passes all tests and is accepted and ready to be in full service;
- Reports new main in service and removes hydrant tags;
- Locates water main curb boxes, street washers, blow offs, leaks on customers’ property and main leaks using leak locating equipment when necessary;
- Investigates complaints from residential, commercial, and industrial customers; determines causes and takes or recommends corrective action;
- Changes meters and inspects new installations;
- Updates maps (1-100, 1-22 scale) in shop and assists GIS with updates;

- Reports irregularities and abnormal conditions;
- Operates all valves 2" to 48" wedge and butterfly;
- Enters, exits and works in confined spaces wearing a variety of safety apparatus;
- Wears respiratory devices;
- Directs the training of other employees and assists employees of equal or higher classification.

In addition to all Water Operator I and II duties and responsibilities incumbent responsibilities also include:

- Uses GPS equipment to capture data on locate projects, daily crew activities, and other water assets as assigned.
- Uses GPS equipment to assist crews or service techs as assigned
- Works with GIS department to update mapping and records
- Assist and backup other WOPI and WOPII staff during times of high volume or vacations
- Assist other water operators with leak correlations during normal operations
- Handle emergency locates and leak checks between 3:30-5PM daily.

### **MARGINAL FUNCTIONS**

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**

In the absence of the Supervisor this position involves directing and assigning daily work for other staff within the Water Operator I/II group as outlined in the Summary section.

### **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);
- Five years appropriate experience;
- DSL Certification – must sit for exam, passage not required;
- Ability to use Apple based iPad;
- Ability to read and interpret water maps and blueprints.

### **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. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

## **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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- Ability to qualify for DSL Exam;
- Confined Space 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

## **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 regularly exposed to moving mechanical parts, outside weather conditions, extreme cold (up to -17 degrees), and extreme heat. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud to very loud depending on location.

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.