

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Manhole Sealing Assistant	Department:	Water Pollution Control Maintenance
Requisition Number:	2020070		
Hours:	7:30 a.m. – 3:30 p.m., Straight 8 – depending on need	Rate of Pay:	\$21.6498 per hour
Date Posted Up:	1/2/2020	Date Posted Down:	1/8/2020
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Under the general supervision of the Manhole Sealing Operator and direct supervision of the Wet Weather Operation/NPDES Program Manager, incumbent assists in the use of the Manhole Sealing Truck including other equipment on the Manhole Sealing truck, confined space entries, smoke testing, flow monitoring and performs visual inspection of assets. 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 ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following:

- Assists in operating Manhole Sealing Truck to seal catch basins and manholes;
- Assists in the preparation of daily reports determining the condition of catch basins and manholes;
- Indicates repairs necessary on all catch basins and manholes;
- Seals catch basins, manholes, and other areas as requested;
- Mixes or applies cementitious materials, etc. to catch basins, manholes, and other related work;
- Performs smoke testing and/or flow monitoring activities;
- Assists in the preparation of daily vehicle reports;
- Performs assigned duties which requires bending, twisting, climbing, and lifting a minimum of 50 pounds on a regular basis;
- Works under adverse weather conditions including extremes of temperature, humidity, precipitation and dust;
- Enters, exits and works in confined spaces wearing a variety of safety apparatus;
- Performs minor maintenance and repairs on trucks equipment and tools;
- Washes and greases truck, maintains truck’s cleanliness;
- Performs similar or less skilled work;
- Communicates effectively both orally and in writing;
- Assists employees of any classification;
- Maintains valid Indiana Drivers License.

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

No supervisory skills required.

MARGINAL FUNCTIONS

Performs any and all other duties as required

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;
- At least one (1) year of experience in a collection system or relevant experience. New hires can bid into this position to receive experience;
- Must have at least 240 hours of training as a Manhole Sealing Assistant in upgrades or lateral moves;
- Must have formal classroom training in smoke testing procedures. May be required to have formal classroom flow monitoring training also, depending upon need;
- Communication and Customer Service classes required.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to do heavy and strenuous physical work;
- Ability to pass post-offer screen for this position.

LANGUAGE SKILLS

Incumbent is responsible for following all safety rules and regulations within the department. Incumbent has frequent daily contacts with the general public, other utilities personnel, and co-workers. These communications require the ability to tactfully handle questions and complaints. Incumbent is responsible for following any and all safety procedures and regulations set forth by the department.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Incumbent's work consists of semi-routine work requiring some decision making on isolated problems. Incumbent is responsible for following all safety rules within the department. If an error should occur, damages might result in injury to self, others or to the equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains a valid Indiana Drivers License if City vehicle is used. Maintaining a Commercial Drivers License (CDL) in lieu of Indiana drivers License is permitted.

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.

The incumbent will face daily, poor working conditions requiring heavy exertion. While performing the duties of this job the employees assigned are bending, twisting, climbing and lifting a minimum of 50 pounds on a regular basis. The employee lifts, moves, and places heavy objects such as pre-cast structures and bulk materials such as dirt, sand and gravel. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, peripheral 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 works under adverse weather conditions including extremes of temperature, humidity, precipitation and dust; enters, exits, and works in confined spaces wearing a variety of safety apparatus. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and toxic or caustic chemicals.

The noise level in the work environment is usually very loud. The employee has daily contact with poor working 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.