

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Operator/Repair Person	Department:	Traffic Operations
Requisition Number:	2017135		
Hours:	7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$20.9669 per hour + .50 pager bonus
Date Posted Up:	06/20/17	Date Posted Down:	Until filled
Time Up:	10:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Traffic Operations Lighting Division Foreman, the incumbent handles/repairs supply inventories, and assists in the maintenance of electrical equipment and components for the City of Fort Wayne.

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

- Receives, unloads, inspects, accounts for, signs for, assembles, stores and issues tools, supplies and materials;
- Classifies, cleans, maintains, repairs, recycles and delivers tools and materials such as air hammers, hoists, etc.;
- Assists Materials Control/Office Coordinator in various duties like inventory procedures, reconciling/preparing records, clerical work, etc.;
- Assists Electricians and Linemen with maintaining City street lighting, and for the City’s various facilities such as City-County building, Animal Care and Control, City Utilities/Parking Garages, Fire Stations, Asphalt Plant, etc.;
- Locates, identifies and marks underground cable for Traffic Operations;
- Maintains clean and organized work areas and equipment;
- Picks up purchases from local vendors;
- Operates various machines such as vehicles, forklifts, etc.;
- Performs maintenance of building, supplies and equipment doing carpentry, general welding, etc.;
- Assists other employees with work or training;
- Performs duties within all relevant safety procedures and operation regulations, reporting irregularities;
- Assists with setting up temporary power for various community activities such as 3-Rivers Festival, German Fest, Johnny Appleseed Festival, downtown Christmas lighting, etc.;
- Performs duties which requires incumbent on a regular basis to lift objects up to 60 pounds and carry the weight for 20 feet;
- Excavates cable using shovel, spade, spud bar or other hand tools to a depth of two (2) feet; bends, kneels, squats while using cable locator, and spray painting;
- Uses hand tools repetitively to cut and splice cables of various sizes and strengths; occasionally lifts up to 80 pounds, using an air compressor and 90 pound jack hammer with prolonged standing;
- Works outdoors in adverse weather conditions including extreme temperatures;
- Communicates effectively orally and in writing;
- Maintains valid Indiana Driver’s License.

MARGINAL FUNCTIONS

Performs other duties as assigned.

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

- Any combination of experience/education equivalent to one (1) year satisfactory street lighting, electrical or related experience and high school graduation, preferably supplemented with electrical training;
- Practical knowledge of electricity components, systems and equipment of the City and its related facilities;
- Practical knowledge of safety procedures and standards pertaining to electricity;
- Ability to work outdoors in adverse weather conditions including extreme hot and cold temperatures, rain and snow as needed on an emergency basis;
- Communication skills conducive to maintaining optimum working relationships;
- Ability to maintain properly stocked and conditioned inventories and assist with a variety of electrical work;
- Ability to pass post-offer screen for this position.

LANGUAGE SKILLS

Frequent contacts occur throughout the work with co-workers, contractors and the public in order to maintain project coordination and answer citizen questions and complaints. The incumbent is expected to perform a wide variety of assignments, assisting with electrician work and maintaining adequate and operative equipment, tools and materials needed to maintain "Street Light Engineering and Operations" electronics work for various City operations, including its street lighting system. The incumbent must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The incumbent must have the ability to write routine reports and correspondence and the ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS

The incumbent must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. The incumbent must have the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

The incumbent is responsible for assisting with electrician activities, and maintaining property managed inventories of tools and materials in order to provide uninterrupted and safe electrical service for the City's streets and activities. Responsibilities include frequent emergency on-call situations. Judgment errors in certain duties could risk personal or public safety. The incumbent must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. The incumbent must have the ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Commercial License if City vehicle is used.

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, physical abilities must include but not be limited to the following: On a regular basis incumbent will be lifting objects up to 60 pounds and carrying the weight for 20 feet; excavating cable using shovel, spade, spud bar or other hand tools to a depth of two (2) feet; repetitive bending, kneeling, squatting while using cable locator, and spray painting, repetitive use of hand tools to cut and splice cables of various sizes and strengths. Occasionally the incumbent will be lifting up to 80 pounds, using an air compressor and 90 pound jack hammer with prolonged standing; the incumbent must have the ability to work outdoors in adverse weather conditions including extreme hot and cold temperatures, rain and snow as needed on an emergency 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.

The work takes place indoors or outdoors in all weather conditions, and involves regular soiling of clothing and skin, exposure to noise, dust, and hazardous materials, machinery or situations, especially with high voltage/amperage systems.

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.