

## CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	<b>Plant Clerk (2)</b>	Department:	WPCP/Filtration
Requisition Number:	2018219		
Hours:	7:00 a.m. – 3:00 p.m., may vary depending on need	Rate of Pay:	\$19.2109 - \$23.4799 per hour
Date Posted Up:	10/23/18	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

### SUMMARY

Incumbent maintains an efficient and cost effective inventory and Computerized Maintenance Management System (CMMS), the incumbent performs duties to support the operations at the water filtration plant and water pollution control plant. On a limited basis (absences, peak work loads), the Plant Clerk and /or the Systems Process Specialist will be utilized to support each positions duties. 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 as reasonably expected.

- Orders and receives tools, equipment parts, materials and supplies.
- Prepares and verifies accuracy of requisitions, and direct pays for inventory purposes.
- Distributes stock items to plant personnel and maintains records of materials issued.
- Examines stock and verifies conformance to specifications.
- Stores articles according to identifying information - such as style, size, or type of material.
- Prepares periodic, special, or perpetual inventory of stock.
- Posts information to records, extracting data from receiving or shipping papers, requisitions, contracts or other documents.
- Coordinates shipping and receiving of all inventory items.
- Compiles and maintains equipment manuals on plant equipment, outlying stations, and associated facilities including supplementary information or instructions.
- Assists Program Manager - Materials and management staff in determining budget requests and cost controls.
- Maintains optimal inventory through tracking of used and new parts; verifying obsolete items; ensuring adequate quantities on hand, and identifying efficient ordering methods.
- Collects, verifies, and enters data for equipment and assets in Computerized Maintenance Management System (CMMS).
- Tracks and verifies equipment movement and components through CMMS.
- Establishes inventory through data collection and corresponding entry into CMMS.
- Tracks and verifies asset listing with downtown's master list.
- Assists Maintenance Supervisor and maintenance personnel with CMMS task implementation for Preventive Maintenance and Statistical Predictive Maintenance of all applicable equipment.
- Enters, exits and works in confined spaces when necessary.
- Communicates effectively both orally and in writing.
- Provides input and information for O&M and Capital budgeting processes.
- Performs duties in accordance with City of Fort Wayne safety rules and operating regulations procedures.
- Reports irregularities and abnormal conditions in stockroom tools and parts inventory.

- Assists in the training of other staff.
- Manages and insures compliance for all plant safety equipment and personal protection equipment.
- Manages rolling stock including preventive maintenance tasks, repairs, usage and mileage tracking.
- Works with vendors to obtain quotes for parts, equipment and repairs.
- Occasionally assists with the processing of requisitions and payment vouchers.
- Assists with collection of regulatory samples as needed.

### **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.

**MINIMUM 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 education/experience equivalent to an Associate Degree in Mechanical or Industrial Science, Business Management, or equivalent;
- Minimum of 2 year's experience with managing inventory records, ordering, maintenance and tracking of parts and equipment
- Proficient in Microsoft Office
- Communicates effectively both orally and in writing;
- Ability to manage and maintain CMMS within probationary period;
- Mechanical aptitude, Forklift operation;
- Strong background and knowledge of treatment facilities or similar plant functions, equipment and processes;
- Ability to pass post-offer screen for this position.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, parts manuals and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Drivers License;
- Within 1<sup>st</sup> Six Months of Employment:
  - CPR
  - First Aid
  - Confined Space
  - Forklift

## **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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. They must also be deemed physically fit to wear respirator.

## **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 frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. Appropriate personal protective equipment must be employed where applicable. The noise level in the work environment is usually moderate.

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.