

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Plumber Crew Leader</b>	Department:	Water Maintenance
Requisition Number:	2024107		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$25.8355 - \$31.0020 per hour
Date Posted Up:	1/24/2024	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

**SUMMARY**

Working under the general supervision of the Supervisor, incumbent acts as a working leader to oversee, direct, and assist a crew engaged in work within the Water Distribution System and Sewer/Storm Collection Systems. 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 the City and Utility's safety rules and operating regulations, policies and practices 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. Other duties may be assigned.

**INFORMATION/COMMUNICATION**

- Instructs crew members in the proper use of the tools and equipment used in the work, trains and oversees their training in the necessary skills;
- Reports irregularities and abnormal condition on trucks, equipment, tools, etc. to immediate supervisor;

**MANAGEMENT/OPERATIONS**

- Oversees and directs work crews and assists in the performance of crew duties;
- Performs and/or directs the performance of any of the other work within the range of duties and skills of the line crews;
- Operates and/or directs the operation of equipment and tools when necessary; This may include trucks and associated heavy equipment;
- Competency in the safe use and disposal of a variety of chemicals;
- Prepares daily records and reports of time spent for employees, equipment, and materials on each job, jobs completed, and daily rolling stock and equipment reports.

**DIAGNOSTIC/PREVENTATIVE MAINTENANCE**

- Oversees and directs excavations for the repair and/or replacement of water distribution assets, sanitary sewer assets, combined sewer assets, and storm sewer assets, and other related structures;
- Excavates for and repairs leaks and breaks in water mains and associated structures and parts;
- Replaces pipe sections;
- Excavates for lays and connects new water mains;
- Installs new services, curb boxes and valve boxes;
- Taps and caulks water mains;
- Installs fire hydrants;
- Installs and repairs large valves, 4" through 24" pipes;
- Silver solders copper pipe and associated fittings and performs other associated plumbing work;

- Forms, mixes, pours, and finishes concrete and/or mortar; Works with asphalt as needed;
- Conducts vehicle pre-trip inspections for the assigned City vehicle(s) daily and responsible for making sure this information gets to the immediate supervisor;
- Provides general maintenance to vehicles, equipment, tools, and work area while keeping them in a clean and orderly condition;

**MARGINAL FUNCTIONS**

- Assists employees of equal or higher classification;
- Directs the work of employees assigned to assist;
- Performs similar or less skilled work;
- Assists in the training of other employees;
- Performs 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**

Acts as a working leader assisting with routine supervision of four to nine people.

**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;
- Four years of appropriate experience in the Department or related experience;
- Ability to read, write, spell and follow instructions;
- Ability to understand work processes, methods and use of equipment and machinery;
- Ability to use judgment and ingenuity in planning work;
- Ability to perform the duties of any classifications supervised;
- Ability to use Windows based software;
- Ability to use Hansen software proficiently while using a mobile data terminal;
- Ability to pass fall protection training;
- 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, 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 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.

**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 Driver's License if a City vehicle is used;
- Trenching and excavation certification; Training will be provided.

**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 10 pounds and occasionally 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 moderate lifting pushing, and bending. The assigned duties requires bending, twisting, climbing, and lifting up to 50 pounds on a regular basis. Daily involvement with work involves chance of major injury or loss of life exists.

**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. The incumbent must have the ability to work under adverse conditions including extremes of temperature, humidity, precipitation and dust. Exposure to dust and extreme temperature or severe outdoor weather conditions occur.

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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.