

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Service Tech I</b>	Department:	Water Maintenance & Service
Requisition Number:	2019226		
Hours:	12:00 p.m. – 8:00 p.m.	Rate of Pay:	\$22.5166 per hour
Date Posted Up:	11/15/19	Date Posted Down:	11/21/19
Time Up:	9:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the direction of the Supervisor – Maintenance, Service, and Meter Operations, incumbent responds to the needs of the water services group by changing meters, turning water on and off as requested, and inspecting the distribution system for leaks when necessary. Incumbent cleans, tests and repairs water meters. The incumbent is expected to exercise a fair amount of 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. At all times, the incumbent conducts him/herself in a professional manner with customers and co-workers.

**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.

**Operations/Judgement**

- Operates acid baths, hot water rinses, and drying facilities for water meters;
- Receives, unpacks, and stencils new meters, and prepares them for testing;
- Loads, unloads, unpacks, and moves materials and supplies;
- Assembles and maintains inventory of meters and meter parts;
- Installs and sets water and sprinkler meters;
- Turns water on/off, cleans and adjusts curb boxes as needed to complete task;
- Locates service boxes and service lines with a variety of equipment as needed;
- Digs and backfills excavations;
- Breaks pavement using the proper tools, dismantles equipment and structures;
- Updates curb box and valve box measurements;
- Maintains necessary work records;
- Sweats in copper fittings; silver solders, copper pipes and fittings (City training provided);
- Operates oxyacetylene cutting equipment (City training provided);
- Opens, works, adds notes, and closes orders in CIS Mobile.

**Diagnostic/Preventative Maintenance**

- Inspects, disassembles, and cleans water meters, replaces or repairs worn parts, adjusts and reassembles meters;
- Investigates leaks on meters and makes necessary repairs;
- Changes meters weighing up to 50 pounds; (Removal, replacement and installation of large meters)
- Investigates customer complaints and locates leaks on private property, at hydrants, valves, and main lines;
- Makes temporary or emergency hose connections on customer's property;
- Investigates reported leaks at hydrants, valves and main lines;
- Assists in testing meters for accuracy;

- Tests, tags, and stores meters;
- Reads meters and operates G-5 Reader and Read-One-pro;
- Pressure tests service lines;
- Adjusts, repairs, and cleans out curb boxes with appropriate hand tools as needed;
- Performs general maintenance work in and about departmental headquarters;

**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.

**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);
- One year of general construction experience is desirable;
- Ability to be trained to become skilled at operating, and using small equipment to perform the more basic, routine plumbing and Meter setting, pipefitting installation and maintenance duties;
- Ability to use Apple based iPad;
- Ability to read and interpret water maps and blueprints.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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. Receives close supervision from higher level Utility Service Staff.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License

**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; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, 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 outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and extreme cold (up to -17 degrees). The employee is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

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.