

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	TV Truck Assistant	Department:	Water Pollution Control Maintenance
Requisition Number:	2023113		
Hours:	7:30 a.m. – 3:30 p.m., Straight 8	Rate of Pay:	\$24.3509 per hour
Date Posted Up:	2/1/2023	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Under the general supervision of The TV Truck Technician and direct supervision of the Inspection Supervisor, incumbent inspects the storm and sanitary sewer system, assists in maintaining accurate records on materials used and work performed on assigned projects and assists in TV Truck operations. 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.

- Sets up TV inspection operation;
- Operates all TV equipment and the truck when needed;
- Televises new sewers and existing sewers for research, study and maintenance;
- Televises sewage blockages and the clearance thereof;
- Understands and uses Windows based software to input sewer defects found during the inspection process;
- Monitors TV cable-pulling process;
- Performs basic maintenance and repair work on all equipment including the truck itself;
- Performs assigned duties which require 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;
- Assists employees of any classification;
- Maintains valid Indiana Driver’s License.

MARGINAL FUNCTIONS

Performs other duties as required.

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

- Education equivalent to a high school diploma;
- PACP trained and tested;
- Flexidata Software trained;
- At least six – twelve months of related experience including construction and inspection of sewers or related public projects;
- A minimum of 240 hours experience as a TV Truck Assistant in upgrades or lateral moves;
- Knowledge of basics in mechanics;
- Knowledge of electronic circuitry information;
- Ability to handle sensitive equipment with agility;
- Communication and customer service classes required;
- Valid CPR and First Aid certification;
- Fall protection trained;
- Gas monitor trained;
- Respirator trained;
- Deemed physically fit to wear respiratory devices;
- Ability to pass post-offer screen for this position.

LANGUAGE SKILLS

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 must have the ability to read and comprehend simple instructions, short correspondence, and memos. The incumbent must be able to write simple correspondence. Incumbent must have the 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. Incumbent must have the ability 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 must follow all safety practices and procedures determined by departmental policy and must record and maintain data. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Incumbent must have the ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Maintains a valid Indiana Drivers License if City vehicle is used. Maintaining a Commercial Drivers License (CDL) class B in lieu of Indiana Drivers License is permitted; Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne;
- PACP certification required once position is held;
- Flexidata software tested.

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; 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 walk and sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Performs assigned duties which require bending, twisting, climbing and lifting a minimum of 50 pounds on a regular 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.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; extreme cold; and vibration. 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, and deemed physically fit to wear respiratory devices. Incumbent will face daily, poor working conditions requiring heavy exertion. The noise level in the work environment is usually very loud.

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. 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.