

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Utility Person	Department:	Field Operations
Requisition Number:	2025159		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$24.1911 - \$33.8674 per hour
Date Posted Up:	3/6/2025	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

SUMMARY

Under the general supervision of the Plumber Crew Leader (PCL) or the Construction Supervisor, incumbent performs duties required to provide continued water service and/or sewer and stormwater services, such as skilled and unskilled labor using hand and power tools, operating heavy trucks, haul equipment and maintain equipment. 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 following:

The ability to interact with the public, piers, City incumbents, and outside agencies with patience, tact, respect, and professionalism. Other duties may be assigned.

INFORMATION/COMMUNICATION

- Reads, writes, spells and follows instructions;
- Assists in training of other employees;

OPERATIONS/JUDGEMENT

- Operates equipment including heavy trucks and front end loaders;
- Drives truck to and from work or dumping site to load, unload and move materials;
- Forms, mixes, pours, and finishes concrete and mortar;
- Uses asphalt for temporary and/or permanent road repair;
- Uses hand and power tools regularly;
- Operates oxyacetylene cutting equipment;
- Assists in the operation of valves;
- Installs and repairs water assets including but not limited to: services, hydrants, mains, valves, curb boxes, new taps, ect;
- Installs and repairs sewer assets including but not limited to: lateral connections, mains, culverts, manholes, inlets, catch basins, ditches, swales, ect;
- Assists employees of any classification;
- Digs, shores and backfills excavations in maintenance, new installation, or repair of water, sewer, and stormwater lines;
- Assists employees of any classification;

EQUIPMENT MANAGEMENT

- Conducts vehicle pre-trip inspections for the assigned City vehicle(s) daily and responsible for making sure this information gets to the immediate supervisor; Performs duties in accordance with the Department's safety rules and regulations;

- Provides general maintenance to vehicles, equipment, tools, and work area while keeping them in a clean and orderly condition;
- Reports irregularities and abnormal condition on trucks, equipment, tools, etc. to immediate supervisor;
- Responsible for refueling equipment when needed;
- Checks truck and associated equipment to ensure required materials and tools are available;

MARGINAL FUNCTIONS

- Assists in the training of other employees;
- Performs general maintenance work as assigned;
- Performs similar or less skilled work;
- 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

Incumbent has no supervisory responsibilities; however, the incumbent may train new employees and assist lower-level and temporary personnel.

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 with advanced training relevant to duties required in this position;
- Three years of construction or equivalent experience is preferred;
- Ability to read, write, spell and follow instructions;
- Ability to understand work processes, methods and use of equipment and machinery;
- Ability to use Windows and iOS based software;
- Ability to use work order management and GIS software proficiently while using a mobile data terminal;
- Proficiency in using a gas monitor;
- Ability to pass fall protection training.

LANGUAGE SKILLS

Incumbent has regular contact with co-workers with some contact with the general public. Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The employee must be able to write routine reports and correspondence. The incumbent must have the ability to speak effectively before groups of customers or employees of organization. Incumbent performs under moderate supervision with instructions being relatively complete. Incumbent recommends or requests deviations from general instructions when necessary.

MATHEMATICAL SKILLS

The employee must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must be able 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. The employee must be able to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License;
- New employees hiring into this position will be required to have a Commercial Driver's License (CDL) with an "A" endorsement Beginners Permit. New employees must obtain a regular CDL within their first 180 days. All existing employees must have and maintain a valid CDL with an "A" with tanker "N" endorsement preferred.
- Trenching and excavation certification; Training will be provided;
- Will be required to undergo a Respirator or Confined Space physical.

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 frequently 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 50 pounds. Physical effort is exerted regularly for sustained periods and strain may be intense for frequent or moderate duration. The work involves heavy lifting, pushing or excessive crouching, usually in a non-sitting position. Enters, exits and works in confined spaces wearing a variety of safety apparatus; wears respiratory devices.

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 wet and/or humid conditions, exposure to dust, extreme temperature or severe outdoor weather conditions, moving mechanical parts, and vibration. The noise level in the work environment is usually 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.