

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Utility Person</b>	Department:	Water Maintenance & Service
Requisition Number:	2022233		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$24.7591 per hour
Date Posted Up:	8/3/2022	Date Posted Down:	8/5/2022
Time Up:	9:00 a.m.	Time Down:	5:00 p.m.

**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 and 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 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 equipment including trucks and front end loaders;
- Forms, mixes, pours, and finishes concrete and mortar;
- Uses hand and power tools regularly;
- Operates oxyacetylene cutting equipment;
- Assists in the operation of the Valve Truck and acts as Valve Truck operator when necessary;
- Installs new water services;
- Assists in installing water meters;
- Assists employees of any classification;

**RESTORATION/PREVENTATIVE MAINTENANCE**

- Digs, shores and backfills excavations in maintenance, new installation, or repair of water, sewer, and stormwater lines;
- Uses asphalt for temporary and/or permanent road repair;
- Taps and caulks water mains;
- Competency in the safe use and disposal of a variety of chemicals;

**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;
- 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;

**MARGINAL FUNCTIONS**

- Directs the work of employees assigned to assist;
- Assists in the training of other employees;
- 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;
- At least three years of successfully performing entry level duties or equivalent experience;
- Ability to read, write, spell and follow instructions;
- Ability to understand work processes, methods and use of equipment and machinery;
- Ability to use Windows based software;
- Ability to use Hansen 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 if a City vehicle is used;
- 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 90 days. All existing employees must have a valid CDL with a “B” endorsement and obtain a CDL with an “A” endorsement within the first 90 days in the position; Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne;
- 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 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. Performs assigned duties which requires bending, twisting, climbing, and lifting up to 50 pounds on a regular basis; exerts effort for sustained periods. 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 occasionally works under adverse conditions including extremes of temperature, humidity, precipitation and dust. 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. 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.