

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Water Operator I</b>	Department:	Water Maintenance
Requisition Number:	2024178		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$23.4865 - \$32.8810 per hour
Date Posted Up:	4/25/2024	Date Posted Down:	Until Filled
Time Up:	12:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the Operation Program Manager, incumbent performs active and pro-active maintenance and operations within the Water Distribution System. Responds to reports of water quality problems within the distribution system. 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.

- Investigates rusty water complaints and recommends and/or performs operations to resolve the complaints including isolating segments of water main by turning off valves before flushing lines or consulting with Water Resources for assistance in engineering solutions;
- Investigates and diagnoses causes of leaks on hydrants, valves, service taps and along the mains;
- Investigates low water pressure and other water quality concerns and applies operational solutions when possible;
- Understands and applies Unidirectional Flushing theory when applicable;
- Operates the valve turning machine and the vac-all machine for cleaning out curb and valve boxes;
- Turns on and off services of all sizes;
- Makes scheduled examinations of fire hydrants and valves for proper operating condition, records findings;
- Repairs hydrants/valves when possible and reports defects to management;
- Thaws frozen hydrants, curb boxes and valve boxes;
- Follows standard check out procedures to place the thawed equipment back in proper working conditions;
- Informs customers of impending shut downs when work is to be done on mains;
- Closes and re-opens valves on main breaks when necessary;
- Flushes repaired mains properly;
- Determines rate of flow and pressure at points along the water distribution system;
- Plans and coordinates water main shut downs for the department and contractors;
- Coordinates with GIS Department to update city water main maps, notes discrepancies when found;
- Checks new pavement and resurfacing projects along the water distribution system for valve box and hydrant locations, grades and properly sized pave adjusters;
- Takes and records measurements on all valves and service boxes when needed;
- Enters, exits and works in confined spaces wearing a variety of safety apparatus;
- Wears respiratory devices;
- Maintains equipment, tools, and work areas in a clean and orderly condition;
- Reports irregularities and abnormal conditions;

- Directs the training of other employees;
- Assists employees of equal or higher classification;
- Performs similar or less skilled work.

### **MARGINAL FUNCTIONS**

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**

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);
- Two years appropriate experience;
- Ability to use Apple based iPad;
- Ability to read and interpret water maps and blueprints

### **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 unit 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. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Aptitude to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- Confined Space Certification.

### **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; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include peripheral vision, and depth perception.

## **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, moving mechanical parts, outside weather conditions, extreme cold (up to -17 degrees), and extreme heat. The employee is frequently exposed to vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually loud to very loud depending on location.

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.