

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Water & Sewer

Position: Construction/Distribution Technician

Scheduling: 40 Hours

FLSA Status: Non-exempt, Hourly

Date of Announcement: January 10, 2017

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Conducts regular maintenance activities on equipment.
- Operates a variety of equipment, heavy equipment, tools and instruments; operates valve insertion equipment.
- Plans the location of new utilities based on original plan and current utility location; checks grades of existing and new utilities.
- Prepares needed materials for job completion.
- Ensures work-related safety of others and self.
- Coordinates work with other departments, contractors, etc.
- Measures new lines for records, accurately.
- Repairs roads, driveways, sidewalks, and yards for utility work.
- Tests new utilities and water samples.
- Repairs water and sewer lines; cleans and repairs catch basins.
- Replaces concrete, as necessary.
- Repairs and/or replaces meters, valves, shut-offs, and hydrants, as necessary; makes water taps; flushes hydrants, as needed; locates and raises valve boxes.
- Cleans and maintains public sidewalks.
- Installs meters, radio reads and remotes to new accounts
- Repairs meters. Performs meter testing and cross checks meters.
- Assists other departments, as necessary.
- Performs other related duties as required.

Minimum Training and Experience Required:

- High school graduate or equivalency and three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- Valid Commercial Driver's License (CDL) Class B endorsement.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools including backhoe, trucks, Vector, air compressor, electric valve wrenches, locators, welders, torches, chipper/shredder, pay loader, pipes, valves, safety equipment, measuring tapes/wheel, axes, probes, other hand tools, etc.
- Ability to exert physical effort in moderate work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; ability to work in confined areas.
- Ability to work outside during inclement weather.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret engineering and construction maintenance terminology and language; must possess a working knowledge or state, federal and local laws, regulations, acts and codes related to water utilities and the design of water distribution systems along with standards of the industry.
- Ability to perceive and discriminate colors, sounds, tastes, textures, odors, and shapes.
- Ability to use independent judgment, common sense, and principles of influence in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.

Environmental Adaptability

- Ability to work effectively in a plant, sewer, confined areas environment being exposed to various hazards including extreme heat and cold, toxic agents, contaminants, odors, etc

Rate of Pay:

Teamsters Category B as designated by current salary ordinance.

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m.

May require some evenings, weekends and holidays.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free