

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Service Tech II	Department:	Water Maintenance
Requisition Number:	2023242		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$24.8418-\$29.8101 per hour depending on experience level
Date Posted Up:	8/28/2023	Date Posted Down:	9/1/2023
Time Up:	3:00 p.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of the Accounts/Services Program Manager, incumbent performs maintenance and repairs on large meters and keeps inventory of large meters and repair parts, turns water on and off as needed, performs skilled and semi-skilled plumbing, locates service lines and valves, and operates power tools and different types of torches as the need arises. 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.

- Performs all duties of Utility Service Technician I;
- Performs maintenance/skilled/semi-skilled plumbing in and about the buildings and facilities of City utilities and Civil City;
- Operates power winches, tackles, and acetylene cutting equipment;
- Sweats and silver solders materials;
- Inspects and tests large meters in the field and in the shop;
- Disassembles and adjusts working parts of water meters and tests for accuracy;
- Operates acid baths, hot water rinses, drying facilities and buffing machines for water meters;
- Removes, replaces and installs large meters;
- Investigates complaints received from residential, commercial and industrial customers. Determines causes and takes or recommends corrective action;
- Makes periodic physical inventories of repair parts for large meters;
- Writes orders for replacement parts;
- Acts as a subject matter expert to assist in the training of other staff, and provides assignments based on functional/technical supervision over other staff members;
- Collects and delivers routine and special water samples to Filtration Plant;
- Technical contact/expert for issues concerning meters, reads, hand held radios, installations, inventory, bar codes, pits and other confined spaces.
- Covers some Supervision responsibilities when the Supervisor is out. Includes planning, scheduling, and assigning work.

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, but individual may provide assignment based functional/technical supervision over other staff.

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 of increasingly responsible experience in the installation, maintenance and/or repair of water and/or wastewater systems for a utility;
- Demonstrated competency in service related activities such as:
 - Successful turn on and offs including reads, leak checks, meter changes, installs;
 - 1 ½ and 2" meter change out, test, repair and retest which when tested out meet AWWA Standards;
 - Sets 2", 3", 4" and 6" meters;
- Become skilled at successfully installing, changing, repairing, and testing 8" and 10" meters and above;
- Ability to use Apple based iPad;
- Ability to read and interpret water maps and blueprints;
- Welding experience preferred;
- Plumbing experience or certification preferred;
- Professional approach when dealing with customers internal and external.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. 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. 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. Receives general supervision from the Utility Service Supervisor or acting crew lead, or from other supervisory staff.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana License;
- Ability to qualify for DSL Water System Operator Certification of Indiana;
- Confined Space Certified.

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

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 outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and extreme cold (up to -17 degrees). The employee is occasionally exposed to extreme heat. 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.