

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Vacuum Assistant</b>	Department:	Water Pollution Control Maintenance
Requisition Number:	2024264		
Hours:	7:30 a.m. – 3:30 p.m., Straight 8	Rate of Pay:	\$21.3515 - \$29.8920 per hour
Date Posted Up:	10/4/2024	Date Posted Down:	10/10/2024
Time Up:	3:00 p.m.	Time Down:	5:00 p.m.

**SUMMARY**

Under the general supervision of the Vacuum Operator and direct supervision of the Cleaning Supervisor, incumbent assists in the use of the vacuum truck including other pumps 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 City and department policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in operating vacuum truck to clean catch basins, inlets, manholes, sewer lines and similar structures;
- Assists in the preparation of daily reports determining the condition of catch basins, inlets, manholes, and sewer lines;
- Indicates repairs necessary on all structures and sewer lines;
- Cleans manholes, lift stations and other areas as requested;
- Assists in the preparation of daily reports on trucks;
- Performs minor maintenance and repairs on truck and tools;
- Washes and greases truck and maintains truck’s cleanliness;
- Works under adverse weather conditions including extremes of temperatures, humidity, precipitation and dust;
- Enters, exits and works in confined spaces wearing a variety of safety apparatus;
- Wears respiratory devices;
- Wears hearing protection;
- Assists employees of any classification.

**MARGINAL FUNCTIONS**

Performs any and all other duties as required.

**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**

- Education equivalent to a high school diploma;
- Ability to do heavy and strenuous physical work;
- Communication and Customer Service classes required;
- Ability to pass post-offer screen for this position.

### **LANGUAGE SKILLS**

Incumbent has frequent daily contacts with the general public, other utilities personnel, and co-workers. These communications require the ability to tactfully handle questions and complaints. The incumbent must have the ability to read and comprehend simple instructions, short correspondence, and memos. The incumbent must be able to write simple correspondence. Incumbent must have the 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. Incumbent must have the 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. Incumbent must have the ability to deal with problems involving several concrete variables in standardized situations. Incumbent is responsible for following any and all safety procedures and regulations set forth by the department. Incumbent's work consists of semi-routine work requiring some decision making on isolated problems.

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

- New employees hiring into this position will be required to have a Commercial Drivers License (CDL) Beginners Permit with a Tanker endorsement. New employees must obtain a regular CDL with Tanker endorsement within their first 90 days. Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne. All existing employees must have and maintain a valid Commercial Drivers License (CDL) with Tanker endorsement;
- CPR and First Aid 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; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to bend, twist, climb, walk, and sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Performs assigned duties which require bending, twisting, climbing and lifting a minimum of 50 pounds on a regular basis.

### **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, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; extreme cold; and vibration. Works under adverse weather conditions including extremes of temperature, humidity, precipitation and dust; Enters, exits and works in confined spaces wearing a variety of safety apparatus, and deemed physically fit to wear respiratory devices. Incumbent will face daily, poor working conditions requiring heavy exertion. The noise level in the work environment is usually very loud and requires hearing protection with a 25 decibel noise reducing rating or above.

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.