

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Water & Sewer

**Position:** Construction/Distribution Technician

**Scheduling:** 40 Hours

**FLSA Status:** Non-exempt, Hourly

**Date of Announcement:** May 25, 2018

**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.
- Locates water/sewer lines for customers and other utilities.
- Prepares maps and file maps of water/sewer lines.
- Inspects and maintains manholes, catch basins, sewer lines, etc.
- Locates curb stops and valve boxes.
- Maintains assigned departmental vehicle.
- 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, Vactor, 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, subtracts, 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.
- Ability to comprehend a variety of reference books and manuals including Sewer Collection Operation manual, curb stop maps, valve maps, city water maps, GIS mapping, hydrant maps, sewer maps, catch basin maps, plot books, as built, etc.
- Ability to prepare work orders, time cards, water/sewer permits, contracts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret engineering and mechanical terminology and language.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between departments.
- Ability to explain, demonstrate and clarify to other within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to communicate effectively with customers, electrical, gas and communications vendors, immediate supervisor, other supervisors, elected officials, contactors, other City personnel, and the general public verbally and in writing.

**Environmental Adaptability**

- Ability to work effectively in a plant, office, outdoors, sewer, and in confined spaces environment being exposed to various hazards including extreme heat and cold, noise, odors, toxic agents/chemicals, contaminants, etc., varying weather conditions and dangerous situations.

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**Rate of Pay:**

Teamsters Category B as designated by current salary ordinance:

0 – 1 Year	\$19.88
1 Year to 3 Years	\$21.69
Over 3 Years	\$23.49

**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](http://www.goshenindiana.org). Click Job Opportunities.

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