

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Wastewater Treatment Plant

Position: Semi-Skilled Labor

FLSA Status: Hourly, Non-Exempt

Date of Announcement: June 4, 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

- Prepare/Paint Pipes and Equipment.
- Operates grease skimmer.
- Handles general cleaning duties; mows, trims, and performs general lawn grooming.
- Changes polymer barrels.
- Cleans weirs in up-flow and secondary clarifiers.
- Maintains safety standards throughout plant.
- Performs other related duties as assigned.

Minimum Training and Experience Required:

- High school graduate or equivalent preferred and some prior relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Special Requirements:

- Valid driver's license.
- Hepatitis B series vaccination or willingness to obtain.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools including hand tools, lawn mowers, snow blowers, weed eaters, cleaning materials, 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.

Mathematical Ability:

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

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including time cards, operator form sheets, insurance forms, grease logs, shipping tickets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment owner manuals.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to perceive and discriminate colors, sounds, textures, and odors.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to communicate effectively with immediate supervisor, maintenance supervisor,

superintendent, coworkers, sales representatives, service personnel, consultants, other city personnel, and the general public both verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in a plant environment being exposed to heat, cold, noise, odors, toxic agents/chemicals, and confined spaces.

Rate of Pay:

\$15.00/hour

Work Hours:

Vary - Up to 24 hours per week. Hours: 6 am - 2:30 pm.

Applications available in Human Resources, 204 E. Jefferson St., Goshen, M-F, 8-5 or online at www.goshenindiana.org. Click "Job Opportunities."

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