

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Water & Sewer

Position: Sewer Maintenance Technician

Job Category: LTC (Labor, Trades, Crafts)

Status: Permanent, Full-time

FLSA Status: Non-exempt

Date of Announcement: December 1, 2021

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.

- Operates Vactor; cleans sewers, catch basins, and lift stations; assists in repairing water main breaks; curb stops and cleaning valve boxes; cuts roots out of sewer.
- Removes sewer main stoppages.
- Assists in the operation of TVI truck.
- Opens catch basins.
- Repairs manholes and catch basins, when needed.
- Drops mosquito control briquettes in catch basins.
- Flushes water mains and fire hydrants, twice annually.
- Maintains Vactor; daily, weekly, and monthly inspections per manual.
- Assists with snow removal.
- Maintains flow of sewer collections.
- Changes water meters.
- Inspects new sewer/water services; prepares maps.
- Locates water/sewer services and mains.
- Operates trucks/equipment for Street Department, as necessary.
- Assists special OPS on projects as needed.
- Washes and maintains other department vehicles.
- Paints buildings, vehicles, tools and other shop items.
- Cleans shop; sweeps, vacuums, cleans windows; cleans work area, locker room, rest room, and storage areas.
- Performs other related essential duties as assigned.

Minimum Training and Experience Required:

- High school graduate or equivalency and one to two 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 (Class B) endorsement.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools including arc welder, drill press, service/dump trucks, Vactor, air compressor, pumps, valves, pipe locators, cutting torches, chipper/shredder, pay loader, safety equipment, measuring tapes, various hand tools, safety equipment, etc.
- Ability to exert physical effort in moderate to heavy 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, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including vehicle maintenance reports, daily log, purchase authorizations, confined spaces entry permits, motor vehicle inspections, work orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, Vector manual, safety handbooks, equipment manuals, etc.
- Ability to prepare confined spaces entry documents, accident reports, work orders, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret mechanical and engineering terminology and language.
- Ability to perceive and discriminate colors, sounds, textures, odors, and shapes.
- Ability to work under stressful conditions, to respond immediately to crisis situations and to interpret questions correctly.
- Ability to communicate effectively with immediate supervisor, other departments, co-workers, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office, plant, sewer, and confined areas environments being exposed to various hazards including extreme heat, cold, weather, toxic agents, contaminants, dampness, 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. (Must be available for after-hours call outs.)

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