



Construction/Distribution Technician Position Description

Department: Water & Sewer
Position: Construction/Distribution Technician
Job Category: LTC (Labor, Trades, Crafts)
Status: Permanent, Full-time
Scheduling: 40 hours per week
FLSA Status: Non-exempt
Date of Announcement: TBD
Application Deadline: Until position is filled

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Job Summary:

Performs intermediate work conducting regular maintenance activities on equipment, operating heavy equipment, tools and instruments, operating valve insertion equipment, planning location of new utilities, preparing job completion materials, coordinating work with other departments, measuring new lines for records, repairing roads, driveways, sidewalks and yards, testing new utilities and water samples, repairing water and sewer lines, cleaning and repairing catch basins, repairing, replacing, cleaning meters, valves, shut-offs and hydrants and related work.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Conduct regular maintenance activities on equipment.
- Operate a variety of equipment, heavy equipment, tools and instruments; operates valve insertion equipment.
- Plan the location of new utilities based on original plan and current utility location; checks grades of existing and new utilities.
- Prepare needed materials for job completion.
- Ensure work-related safety of others and self.
- Coordinate work with other departments, contractors, etc.
- Measure new lines for records, accurately.
- Repair roads, driveways, sidewalks, and yards for utility work.
- Test new utilities and water samples.
- Repair water and sewer lines; cleans and repairs catch basins.
- Replace concrete, as necessary.
- Repair and/or replace meters, valves, shut-offs, and hydrants, as necessary; makes water taps; flush hydrants, as needed; locate and raise valve boxes.
- Clean and maintains public sidewalks.
- Install meters, radio reads and remotes to new accounts
- Repair meters. Performs meter testing and cross checks meters.
- Locate water/sewer lines for customers and other utilities.
- Prepare maps and file maps of water/sewer lines.
- Inspect and maintains manholes, catch basins, sewer lines, etc.
- Locate curb stops and valve boxes.
- Maintain assigned departmental vehicle.
- Assist other departments, as necessary.
- Perform other related duties as required.

Minimum Training and Experience Required:

- High School Diploma or GED and considerable work 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, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Supervisor Responsibilities:

- Not Applicable
- **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 of 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.

Rate of Pay:

- Teamsters position: \$24.93 hourly first year.
- Union Category B as designated by current salary ordinance.

Work Hours:

- Monday - Friday, 7:00 a.m. – 4:00 p.m. May require unscheduled overtime (evenings, weekends and holidays).

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