

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: Service Technician/Laborer C
DEPARTMENT: Water
WORK SCHEDULE: 7:30 a.m. - 4:30 p.m., M-F , or as assigned
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: May 2017 **STATUS:** Full-time
DATE REVISED: February 2018 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job, unless the accommodations would present an undue hardship.

Incumbent serves as Serviceman/Laborer C for the Water Department, responsible for assisting in operating and maintaining the Water Plant and Distribution Systems.

DUTIES:

Assists in maintaining the City Water Distribution System including, mains, service lines, hydrants, meters, valves, and other fittings.

Provides information for Work Orders and completes service disconnects and connects.

Assists in maintaining backflow devices within the City.

Assists in monitoring plant operations.

Assists in small meter testing.

Assists in meter reading.

Assists in monitoring temporary water.

Assists fire hydrant flushing throughout the City. Provide data to supervisor for recordkeeping.

Assist in locating water lines for utilities excavating in city right of way. Prepares excavated holes for asphalt, concrete, and black dirt for restoration.

Operates various machinery and equipment under supervision of designated supervisor such as fork lift, backhoe, mini excavator, skid-steer, and tandem dump truck.

Operates various hand and power tools in performance of duties including, but not limited to, gauges, hammers, screwdrivers, wrenches, drills, power saws, air nozzle and compressor, drivers, ratchets, files, mops, and brooms.

Forwards public questions and inquiries to the appropriate supervisor.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED and one (1) year related experiences preferred.

Preferred possession of State of Indiana WT-1 and DS-S Cross Connection Inspector.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic City water maintenance.

Ability to comply with all employer and Department personnel policies and work rules, including, passage of a medical exam and drug test.

Basic knowledge of hydraulics with regards to Plant operation and treatment procedures.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to operate various machinery and equipment under the supervision of designated supervisor such as fork lift, backhoe, mini excavator, skid-steer, and tandem dump truck.

Ability to operate hand and/or power tools such as gauges, hammers, screwdrivers, wrenches, drills, power saws, air nozzle and compressor, drivers, ratchets, files, mops, and brooms.

Ability to effectively present information.

Ability to read/carry out simple written instructions, apply knowledge of people and locations, and compute/calculate, such as basic mathematical equations.

Ability to memorize and retain basic instructions.

Ability to count, make arithmetic additions/subtractions.

Ability to work with supervision often times under pressure.

Ability to work steadily for long periods and work on several tasks at the same time.

Possession of a valid Indiana Driver's License and ability to obtain and maintain a Class A Commercial Driver's License (CDL) as required.

II. RESPONSIBILITY:

Incumbent completes daily work assignments as assigned by supervisor. Incumbent works according to standard operating procedures and safety requirements, referring unusual or unprecedented situations to supervisor.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, utility personnel, vendors, contractors, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Distribution System Supervisor.

IV. PHYSICAL EFFORT:

Incumbent's duties involve sitting/walking at will, standing/walking for long periods, sitting for long periods, lifting up to 50 pounds, pushing/pulling objects, bending at the waist, close vision, depth perception, handling/grasping objects, carrying objects, reaching, far vision, speaking clearly, fingering objects, crouching/kneeling, driving, color perception, and hearing sounds/communication.

V. WORKING CONDITIONS:

Incumbent performs duties outdoors, office building, and work sites involving working in extreme hot or cold temperatures, working in wet/icy surroundings, responds to emergencies from off-duty status, working with or near chemicals such as, chlorine and potassium permanganate, working near fumes, odors, dust, and dirt, working in a noisy environment from running pumps, plant machinery, wearing protective clothing or equipment such as, eye protection and vests, responding to situations involving potential physical harm to self and others such as, inclement weather, traffic, and machinery, and walking on uneven terrain.

Incumbent regularly works extended hours, responds to emergencies on 24-hour basis, and serves on 24-hour call on rotation basis. Incumbent occasionally works weekends, evenings, and occasionally works out of town, but not normally overnight for training and seminars.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Serviceman/Laborer B in the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name