

JOB OPPORTUNITY
City of East Chicago
Water Department

Distribution Maintenance Repairman

Opening Date: December 2, 2020

Closing Date: Until Filled

Exempt/Non-Exempt: Non-Exempt

Position Status: Distribution Maintenance Repairman

Department: Filtration

Reports to: Director/ Supervisor

Pay Range: In accordance to the City of East Chicago's Salary Ordinance passed by the Common Council

JOB REQUIREMENTS

- Must possess a valid State issued driver's license
- Must possess a valid CDL license
- Minimum 3+ years' experience in Water Department operations
- Ability to obtain certification within 1 year of employment, including maintaining a level of certification and/or training as required by local, state or federal regulations.

ESSENTIAL JOB FUNCTIONS

- Performing maintenance work on City's water distribution system, such as installing/repairing water lines, hydrants, valves, exercising valves, etc.
- Performing such seasonal work assignments as snow and ice removal on City street and parking lots, mowing grass along streets, easements and City owned properties.
- Performing general construction, repair and housekeeping work as needed.
- Work is generally complicated and non-standardized and requires creativity and mature knowledge and judgement. Employee is allowed to plan the procedures and methods to attain objective. Supervisor input usually occurs while work is in progress, but employee is responsible for assuring that the overall operation complies with local, state and federal requirements.

1. Troubleshooting (20%) This dimension includes the following specific duties and responsibilities:
 - a. Troubleshoots reported problems with water distribution system equipment (hydrants, valves, main lines, etc.).
 - b. Formulates repair/replacement solutions to problems in order to complete the job in a safe and timely manner.
 - c. Reports troubleshooting results and recommendations to Supervisor.
2. Corrective Maintenance (20%) This dimension includes the following specific duties and responsibilities:
 - a. Prepares corrective maintenance work orders in absence of Supervisor.
 - b. Performs corrective maintenance repairs on water distribution equipment (hydrants, valves, main lines, etc.) as needed.

- c. Replaces malfunctioning water distribution equipment as needed.
3. Preventive Maintenance (15%) This dimension includes the following specific duties and responsibilities:
 - a. Performs scheduled preventive maintenance on water distribution system equipment.
 - b. Inspects water distribution equipment for defects and potential malfunctioning.
 - c. Reports problems identified during inspections to Supervisor.
4. Emergency Response (15%) This dimension includes the following specific duties and responsibilities:
 - a. Follows department procedures when responding to emergency situations.
 - b. Develops and implements plans for emergency situations by contacting appropriate police and/or fire authorities.
5. Laborer Oversight (10%) This dimension includes the following specific duties and responsibilities:
 - a. Provides direction to laborers performing repair work.
 - b. Answers questions from laborers about repair work.
 - c. Reviews repair work completed by laborers.
6. Teamwork (5%) This dimension includes the following specific duties and responsibilities:
 - a. Works effectively with other personnel from the Water Department to insure efficient operations.
 - b. Works effectively with personnel from other departments/divisions within city government.
7. Public Service (5%) This dimension includes the following specific duties and responsibilities:
 - a. Interacts with members of the public in a polite, courteous, considerate, and helpful manner.
 - b. Provides answers to questions from members of the public or directs them to someone who can respond.
 - c. Deals effectively with irate members of the public and works to resolve their problem or refer them to someone who can.
8. Safety (5%) This dimension includes the following specific duties and responsibilities:
 - a. Performs all job tasks in a safe manner.
 - b. Insures that safety procedures are followed at all worksites.
 - c. Complies with all department and division safety policies, rules, and regulations.
 - d. Identifies and corrects/reports safety hazards when they occur.
9. Housekeeping (5%) This dimension includes the following specific duties and responsibilities:
 - a. Maintains clean, well organized conditions in all job sites, storage areas, shop areas, and vehicles.
 - b. Requests and coordinates assistance for large-scale cleaning tasks.

- c. Operates equipment related to snow removal and lawn maintenance, such as snow blowers, plows, lawn mowers and weed eaters.

10. Other duties as assigned.*

- a. *If “other duties as assigned” are regularly performed or require a significant amount of time, they should be formally identified, defined, and included in the job description.
- b. Assist with meter readings, connects and disconnects, and provide assistance and support to other areas and/or department as needed.

CRITICAL SKILLS/EXPERTISE AND KNOWLEDGE

- Specialized knowledge of the materials, methods and techniques used in the construction and maintenance of street, water, wastewater storm drains, parks and other related operations and facilities.
- Thorough knowledge of and the ability to apply established standards and work methods to complete work activities.
- Thorough knowledge of the modern principles and practices of Utilities Department’s administration, organization and operations.
- Ability to estimate time, materials and equipment needed for projects and the ability to read and interpret blueprints, schematics/plans and specifications.
- Ability to read maps to find locations of water and sewer lines and manholes.
- Working knowledge of Departmental policies, procedures and standards and the ability to support them.
- Ability to communicate effectively, both in writing and verbally in order to document findings, maintain records, to work with the general public, contractors and other department personnel.
- EQUIPMENT: Ability to operate equipment such as trucks, snow plows, tractors, backhoe, bush hog, leaf vac, wood chipper and mowers.
- Ability to operate such machines as bore machines, tapping equipment, tillers, packs and pumps.
- Ability to use a variety of hand tools such as grinders, drills, cut off saws, propane tanks, etc.
- Ability to operate office equipment such as copier, computer, calculator and two way radio, and produce reports and details as needed.
- Ability to attend public meetings as required.
- General knowledge of meter reading, system layout and meter location.
- General knowledge of meter construction, meter well set up and overall customer connection.
- Ability to operate/utilize hand tools, and specialized electronic equipment to meet job requirements.
- Ability to read and accurately follow diagrams and detailed instruction to trouble shoot and/or repair.
- Ability to dig and work in trenches and assists with repairs or installation of water lines, valves, meters, etc. and hydrant flushing.
- Will assist with the operation of utility trucks, air compressors, pipe saws, jack hammers, demolition saws, pipe cutters, tractors, tractor loaders, back hoes, electronic equipment, and other power driven equipment and tools.
- Works with safety related issues such as lockout/tag out, confined space, and material safety data sheets (MSDS).

- Must be available for emergency overtime during and after normal working hours; respond to call outs as needed, i.e. emergency main breaks, fire hydrant damage, etc.
- Operates equipment related to painting, such as sprayers, sanders and grinders and assists in repairs and service of equipment and facilities.
- Operates equipment related to housekeeping, such as floor buffers, strippers and vacuum cleaners.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical activity expected is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

The physical requirements expected are light to heavy work and work in extreme weather conditions, work both inside and outside while being possibly exposed to hot or cold temperatures for periods of time. Must be of good health and physical ability to perform heavy manual labor as required.

WORK ENVIRONMENT

The minimum working conditions require the employee to work both inside and outside while being possibly exposed to hot or cold temperatures for periods of time. May be exposed to water, noise, vibrations, and/or hazards or conditions in which one or more of the following are present: fumes, odors, dust, mist or gases.

SAFETY EQUIPMENT

In order to protect the employee in certain situations, employee may be required to wear/use safety equipment such as gloves, respirators, eye protection, hearing protection, protective boots, rain suit or hard hat.

HOW TO APPLY

Internally

Preferably be currently employed with City of East Chicago at least one (1) year. Submit an **Internal Employee Transfer Request** form, cover letter, and resume to the Department of Human Resources

Externally

Submit completed **City of East Chicago Employment Application**, up-to-date resume and cover letter via:

Mail: City of East Chicago Human Resources ATTN: Loretta Vaughn, Secretary 4525 Indianapolis Blvd., East Chicago, Indiana 46312

Fax: (219) 397-5755 - Please type on the subject your name and job/ department applying for. For example: "Sue Smith, Applying for Distribution Maintenance Repairman – Water Department"

OR

Email: ecapply@eastchicago.com - Please type on the subject your name and job / department applying for. For example: "Sue Smith, Applying for Distribution Maintenance Repairman – Water Department"

The City of East Chicago does not discriminate in its employment decisions on the basis of race, color, religion, gender, age, genetic information, disability, national origin, ancestry, veteran status or any other characteristic protected by law.