



March 23, 2021

Mayor Chuck Fewell
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Position Descriptions

Mayor and Board Members,

I would request the Board approve the updates to the Water Operations Assistant and Distribution Operator Descriptions. These are updates to reflect the most current needs of the Utility. The Assistant position had not included language that would include the Plant Operator Career track. The Distribution Operator Description required a modification of the type of CDL required for the position. The change is from a CDL Class B to Class A. Both descriptions have been reviewed by Mr. Ripley.

I request the Board approve these changes as presented. I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Mitch Ripley, Human Resource Director
Lori Elmore, Clerk-Treasurer

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Water Distribution Operator
DEPARTMENT/DIVISION: Water / Distribution
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F; with on-call rotation
JOB CATEGORY: LTC (Labor, Trades and Crafts)
IMMEDIATE SUPERVISOR: Water Distribution Supervisor

DATE WRITTEN: June 2015 **STATUS:** Full-time
DATE REVISED: March 2021 **FLSA STATUS:** Non-exempt

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

I. DEFINITION:

Under broad guidance a Water Distribution Operator's primary job duty is to for the use of onsite locating and leak detection tools; the repair, removal, or installation of water infrastructure piping; installation of service pits, meters, valves, and fire hydrants. The Operator will be required to perform various maintenance assignments as scheduled. Performs daily duties in a manner that is compliant with all City, State and Federal water quality standards.

II. WORK SCHEDULE:

Regularly Monday through Friday 8:00 a.m. to 4:00 p.m. On-call rotation as announced. 35 hours per week with paid holidays.

III. ESSENTIAL DUTIES:

- Responsible for the safe operation of various City vehicles, and heavy equipment.
- Utilize hand and power tools for installing, repairing and maintaining City water distribution system.
- Respond to public complaints/inquiries as assigned, including making on-site visits, inspecting talking to property owners, and locating leaks.
- Performs algebraic computations and records data in computer maintenance system data system.
- Assists in maintaining Department vehicles, such as washing/cleaning, regularly checking for proper fluid levels and mechanical operation. Stocks truck with necessary equipment for daily operations.
- Performs routine maintenance on water department equipment, including valves, hydrants, and pumps
- Performs work in accordance with established policies and procedures in repair of equipment to ensure proper working order.
- Maintains department grounds, including mowing grass, shoveling snow, raking leaves, and performing minor housekeeping maintenance duties.
- Locates or assists in the location of water lines as assigned.
- Assists in monitoring and maintaining inventory of parts/supplies, ordering items as needed.
- Assists in conducting year-end inventory.
- Works with filtration teams to improve system performance, assist with system emergencies.
- Periodically assists contractors, including witnessing pressure tests on new water mains and Ensures compliance with Indiana Department of Environmental Management (IDEM) rules and state laws.

- Documents work performed on prescribed forms as required, including site location, hours worked and materials/parts used.
- Periodically flushes fire hydrants to clean sediment from water mains
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.

IV. REQUIRED QUALIFICATION:

- **Education- Entry level:** High school diploma or equivalent. **Fully qualified:** Completion of Greenfield Water Department Apprenticeship Program or an equivalent experience.
- **Experience- Entry level:** None. **Fully qualified:** Three (3) years of experience in the field of water supply including experience in water filtration, operations and maintenance, preferably in the City or an equivalent experience.
- Possess Valid Indiana Driver's License
- Must obtain Indiana Commercial Driver's License Class A with air brakes within one year of hire into position.
- Must obtain Indiana DSL license within three years of hire into position.

V. PREFERRED SKILLS/QUALIFICATIONS:

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to read and write plainly.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios using common electronic devices.

VI. PROFESSIONAL EXPECTATIONS:

- Be able to work with and understand intermediate data processing software to include email, word processing, spreadsheets, and web-based programs.
- Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures
- Ability to perform basic plumbing repairs and properly operate and maintain a variety of hand and power tools, including wrenches, screw drivers, drills, pliers, shovels, propane torch, flaring tool, vise grips, tube cutters, and chemical testing equipment.
- Safely operate all water utility vehicles and heavy equipment.
- Ability to recognize problems quickly and use good judgment in locating the most appropriate guideline or practice to follow with little or no supervision to solve problems.
- Ability to read and interpret maps, and read and observe instruments, gauges and dials.
- Ability to provide public access and maintain confidentiality of department information and records according to state requirements.
- Ability comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to understand and follow written and oral instructions and work alone and with others in a team environment with minimum supervision, often under time pressure.
- Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to hear and learn to identify mechanical sounds.
- Maintain knowledge of all Greenfield Water Utility and City Standard Operating Procedure materials and all aspects of water treatment operations.
- Maintain knowledge of all Greenfield Water Utility and City Safety procedures and policies and responsible for their implementation.

VII. PHYSICAL EFFORT:

- Must be able to identify colors used in work
- Must have ability to walk, climb, stand, or bend over for 50% of time
- Must have the ability to lift/carry 50 pounds
- Must be able to push/pull objects
- Must be able to reach, bend, crawl, crouch/kneel, handle/grasp/manipulate objects.
- Must be able to work with oxidizers and other chemicals.
- Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

VIII. WORKING CONDITIONS:

- Incumbent is expected to respect and use the Departmental Chain of Command.
- Employee may be required to work both inside and outside throughout their day. He/she may be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour; Indoors work environment may involve working in tight spaces, exposure to noise, grease, dirt, dust, vehicle fumes, and chemicals
- Incumbent occasionally works extended, evening and/or weekend hours, and serves on 24-hour call for emergencies.
- Must be immediately accessible by telephone in order to respond to emergencies according to a standby or on-call schedule as announced.
- Safety policies must be followed at all times to avoid injury to self and others.

IX. PERSONAL WORK RELATIONSHIPS:

- Incumbent will maintain frequent contact with co-workers, other City departments and the public for the purpose of exchanging and explaining information.
- Incumbent is to maintain a clean and professional appearance in accordance with all city and departmental standards.

X. TRAINING LEVELS:

Employees in the position of Distribution Operator are considered fully qualified at a Grade 5 with DSL and CDL Class A with air brakes licenses and completion of the Greenfield 3-year apprenticeship program or an equivalent experience. Starting requirements for all levels are as follows:

- Grade 5a - A Indiana DSL license, completion of 3 years of Greenfield Apprentice Program or an equivalent experience, and successful comprehensive skills test.
- Grade 5b - Completion of 2 years 6 months of Greenfield Apprentice Program or an equivalent experience, and successful comprehensive skills test.
- Grade 5c - Completion of 2 years of Greenfield Apprentice Program or an equivalent experience, and successful comprehensive skills test.
- Grade 5d - Completion of 1 year 6 months of Greenfield Apprentice Program or an equivalent experience, and successful comprehensive skills test.
- Grade 5e - A Indiana CDL Class A with Air Brakes license, completion of 1 year of Greenfield Apprentice Program or an equivalent experience, and successful comprehensive skills test.
- Grade 5f - Entry level salary and experience requirements.

If Assigned To A Training Level, Fully Qualified Level Must Be Consistently Pursued, As A Condition Of Appointment. Failure To Do So May Result In Removal From The Position And Loss Employment With The City Of Greenfield.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Water Distribution Operator 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

JOB POSTING
CITY OF GREENFIELD WATER DEPARTMENT

POSITION: Water Distribution Operator
DEPARTMENT/DIVISION: Water / Distribution
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F; with on-call rotation
JOB CATEGORY: LTC (Labor, Trades and Crafts)
IMMEDIATE SUPERVISOR: Water Distribution Supervisor

DATE WRITTEN: June 2015 **STATUS:** Full-time
DATE REVISED: March 2021 **FLSA STATUS:** Non-exempt

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

DEFINITION:

Under broad guidance a Water Distribution Operator's primary job duty is to for the use of onsite locating and leak detection tools; the repair, removal, or installation of water infrastructure piping; installation of service pits, meters, valves, and fire hydrants. The Operator will be required to perform various maintenance assignments as scheduled. Functions in a manner that is compliant with all City, State and Federal water quality standards.

WORK SCHEDULE:

Monday thru Friday 8:00 a.m. to 4:00 p.m. On-call rotation as announced. 35 hours per week with paid holidays.

ESSENTIAL DUTIES:

- Responsible for the operation of various vehicles, equipment, hand and power tools used in installing, repairing and maintaining City water distribution system
- Responds to public complaints/inquiries as assigned
- Performs algebraic computations and records data in computer maintenance system data system.
- Perform maintenance activities as assigned.
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.

I. REQUIRED QUALIFICATIONS:

- **Education- Entry level:** High school diploma or equivalent. **Fully qualified:** Completion of Greenfield Water Department Apprenticeship Program or an equivalent experience.
- **Experience- Entry level:** None. **Fully qualified:** Three (3) years of experience in the field of water supply including experience in water filtration, operations and maintenance, preferably in the City or an equivalent experience.
- Possess Valid Indiana Driver's License
- Possess Commercial Driver's License Class A with air brakes and trailer
- Must obtain DSL license within three years of hire into position.

II. PREFERRED SKILLS/QUALIFICATIONS:

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to read and write plainly.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios.

III. PHYSICAL EFFORT:

- Must be able to hear and identify mechanical sounds
- Must be able to identify colors used in work
- Must have ability to walk, climb, stand, or bend for over 50% of time
- Must have the ability to lift/carry 50 pounds
- Must be able to push/pull objects
- Must be able to reach, bend, crawl, crouch/kneel, handle/grasp/manipulate objects.
- Must be able to work with oxidizers and other chemicals.
- Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

IV. WORKING CONDITIONS:

- Must be able to work varying climatic outdoor conditions; Indoors work environment may involve working in tight spaces, exposure to noise, grease, dirt, dust, vehicle fumes, and chemicals
- Must be able available to work overtime as necessary.
- Must be able to work regular day shifts and on call weekends
- Must be immediately accessible by telephone in order to respond to emergencies according to a standby or on-call schedule as announced.
- Safety precautions must be followed at all times to avoid injury to self and others.
- Incumbent is to maintain a clean and professional appearance in accordance with all city and departmental standards.

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Water Operations Assistant
DEPARTMENT/DIVISION: Water
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)
IMMEDIATE SUPERVISOR: Water Utility Assistant Manager

DATE WRITTEN: October 2015
DATE REVISED: March 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

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

I. DEFINITION:

Under direct supervision an Operations Assistant for the Water Department is responsible for learning to become proficient in the operation of drinking water treatment plants, the basic operation of groundwater wells; the proper operation of heavy machinery, the installation, repair, or replacement of water distribution appurtenances, and addressing customer's requests for water service calls.

II. WORK SCHEDULE:

Regularly Monday thru Friday, 8:00 a.m. to 4:00 p.m. 35 hours per week with paid holidays.

III. ESSENTIAL DUTIES:

- Trains to operate as directed the various vehicles, equipment, hand and power tools used in installing, repairing and maintaining City water distribution system and treatment plants as appropriate.
- Assists as directed in maintaining Department vehicles, such as washing/cleaning, regularly checking for proper fluid levels and mechanical operation. Stocks truck with necessary equipment for daily operations.
- Under Direction gain proficiency in understanding utility locate markings,
- As directed incumbent learns to conduct repairs, assemble, and maintain water service lines and valves; including training to install and repair distribution pipes, excavation of soils, locating utility services and the proper methods to inspect distribution lines for proper operating pressures and chlorine levels.
- Under Direction gain proficiency in taking system samples, performing required tests, and recording test results.
- Under Direction gain proficiency in understanding drinking water regulations and their application to the City of Greenfield.
- Under supervision, periodically flushes fire hydrants to clean sediment from water mains.
- Under Direction periodically cleans tanks, and equipment as per preventive maintenance schedule.
- Performs related duties as assigned.
- May work overtime as necessary to support critical water system or city work.

IV. REQUIRED QUALIFICATIONS:

- **Education-** High school diploma or equivalent.
- **Experience-** None
- **License-** Possess a Valid Indiana Driver's License; **Preferred: CDL A with Air Brakes**

V. PREFERRED SKILLS/QUALIFICATIONS:

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to read and write plainly.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios using common electronic devices.

VI. PROFESSIONAL EXPECTATIONS:

- Ability to be proactive in job duties and to be willing to learn and engage in various work related tasks as needed by the utility.
- Ability to work with and learn basic computer skills to write, read, and send emails; to use internet based programs; and to use a smart phone in course of city work.
- Ability to learn how to make a practical application of Department and OSHA safety policies and procedures.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to read and interpret City maps, and read and observe instruments, gauges and dials.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

VII. PHYSICAL EFFORT:

- Must be able to identify colors used in work
- Must have ability to walk, climb, stand, or bend over for 50% of time
- Must have the ability to lift/carry 50 pounds
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- Incumbent occasionally works extended, evening, and/or weekend hours
- Must be immediately accessible by telephone in order to respond to emergencies according to a standby schedule as announced.
- Safety precautions must be followed at all times to avoid injury to self and others.

IX. PERSONAL WORK RELATIONSHIPS:

- Incumbent maintain frequent contact with co-workers, other City departments and the public for the purpose of exchanging and explaining information.
- Incumbent is to maintain a clean and professional appearance in accordance with all city and departmental standards.

VI. APPRENTICESHIP:

This position is expected to take part in the Water Utility Apprenticeship Program and all of the requirements therein. Failure to complete the program's guidelines may be grounds for termination.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

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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