

**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
- 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.
- Must be able to hear and learn to identify mechanical sounds
- Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

VIII. WORKING CONDITIONS:

- 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
- 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

The job description for the position of Water Operations Assistant 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