

JOB POSTING
CITY OF GREENFIELD WATER DEPARTMENT

POSITION: Water Distribution Operations Assistant
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: October 2015
DATE REVISED: October 2015

STATUS: Full-time
FLSA STATUS: Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Operates various vehicles, equipment, hand and power tools.
- Assists in maintaining Water Department vehicles.
- Stocks truck with necessary equipment for daily operations.
- Locates water lines for utilities and private contractors as requested.
- Documents work performed on prescribed forms.
- Periodically flushes fire hydrants to clean sediment from water mains.
- Serves on 24-hour call for emergencies.

REQUIREMENTS:

- High school diploma or GED preferred
- Ability to learn how to make a practical application of Department and OSHA safety policies and procedures
- Ability to learn the procedures for the installation and maintenance of municipal water distribution systems; ability to perform basic plumbing repairs and must properly operate and maintain a variety of hand and power tools including wrenches, screw drivers, drills, jack hammer, shovels, pumps
- Ability to physically perform assigned duties, including hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/ pulling objects, reaching, bending, crawling, crouching/kneeling, handling/grasping/fingering objects;
- Ability to read and interpret City maps, and read and observe instruments,
- 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 occasionally work extended, weekend and/or evening hours; and occasionally travel out of town for training, but not typically overnight;

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations; or when requested by a supervisor.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving record.