



City of South Bend

Vacancy Announcement

Post Date: Thursday, June 25, 2015

Closing Date: Tuesday, June 30, 2015

METER SERVICEMAN IV

Category: Full Time / Teamster

Department: Public Works / Water Works

Reports To: Superintendent

Schedule: Monday-Friday; 7:00 AM-3:30 PM. Hours may vary based on operational needs.

Pay Rate: \$17.49/hour (non-exempt)

Position: SUMMARY

Repairs and installs water meters.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Installs and repairs water meters from 5/8" to 2" in size.
- Turns on and off water, inspects for service leaks, and operates fire hydrants.

NON-ESSENTIAL JOB FUNCTIONS

- Assumes additional responsibilities as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below 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.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.
- At least 6 months experience as a plumber's assistant or in the repair of water meters.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to read written instructions and write.
- Ability to perform strenuous labor.
- Ability to deal effectively with the public.
- Ability to skillfully and safely operate hand and motorized tools.

- Ability to locate address in the city.
- Ability to keep accurate records of installations and repairs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license is required.

EQUIPMENT

Water pump, portable jack hammer, compressor, tripod, gas detector, ventilator and various other hand and motorized tools.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Indoor and outdoor work is performed in adverse weather conditions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may be exposed to hazardous conditions. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet to moderately loud.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment drug screen required.