

City of Escanaba
Water/Wastewater Department
Serviceman

The City of Escanaba is seeking applicants for the full-time position of Serviceman in the Water/Wastewater Department. Essential job functions include the following:

- Investigate stopped or problem meters.
- Troubleshoot and/or replace problem meter installations.
- Perform routine meter sets, removes and rotations.
- Run departmental errands including pick-ups and deliveries.
- Take meter readings for transfers and final billings.
- Perform non-payment disconnects and reconnects.
- Act as backup for Water Department personnel as needed.
- Investigate various customer complaints.
- Oversee and manage the department's cross connection program.
- Perform cross connection inspections and prepare related reports.
- Complete work orders assigned by the department or City Hall Utility Office.
- Maintain inventories of meters and supplies.

Minimum qualifications require a high school diploma and post-secondary formal technical training, and/or job related training, to include knowledge of the fundamentals of electricity and water distribution systems. Candidates should have a strong understanding of Michigan plumbing codes, particularly as they relate to cross connections. The Serviceman shall maintain a valid Michigan driver's license at all times, and must be insurable on City vehicle policies.

Starting pay is \$19.45-\$20.01 per hour with a competitive fringe benefits package. Candidates should submit a resume and letter of interest via e-mail to hr@escanaba.org or by mail to City of Escanaba, Attn: HR Director, PO Box 948, Escanaba, MI 49829. Candidates are encouraged to review the complete job description online at <http://www.escanaba.org/jobopenings>. Submissions will be accepted until 4:00 p.m. on March 22, 2017.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA
JOB DESCRIPTION
SERVICEMAN
WATER/WASTEWATER DEPARTMENT**

Classification: Hourly, Non-Exempt

Department: Water/Wastewater

Union: Teamsters Water Wastewater Unit

Date: February 24, 2017

GENERAL PURPOSE

Responsible utility service work for the City's Water Wastewater department.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received from the Water Wastewater Superintendent. No supervision is exercised.

ESSENTIAL FUNCTIONS

The following are examples of duties typically assigned to the Serviceman. The following examples do not include all of the duties which the Serviceman may be expected to perform.

- Investigate stopped or problem meters.
- Troubleshoot and/or replace problem meter installations.
- Perform routine meter sets, removes and rotations.
- Run departmental errands including pick-ups and deliveries.
- Take meter readings for transfers and final billings.
- Perform non-payment disconnects and reconnects.
- Act as backup for Water Department personnel as needed.
- Investigate various customer complaints.
- Oversee and manage the department's cross connection program.
- Perform cross connection inspections and prepare related reports.
- Complete work orders assigned by the department or City Hall Utility Office.
- Maintain inventories of meters and supplies.

PERIPHERAL DUTIES

The following duties apply to the position with less frequency than the Essential Functions listed above.

- Assist with Water Department and distribution projects as directed by immediate supervisor.
- Inspect grease traps and perform other inspections on private property.
- Thaw frozen water lines.
- Respond to Miss Dig requests

REQUIRED MINIMUM QUALIFICATIONS

The position requires a high school diploma and post-secondary formal technical training, and/or job related training, to include knowledge of the fundamentals of electricity and water distribution systems. Candidates should have a strong understanding of Michigan plumbing codes, particularly as they relate to cross connections. The Serviceman shall maintain a valid Michigan driver's license at all times, and must be insurable on City vehicle policies.

KEY SKILLS, AND ABILITIES

The position requires a strong mechanical aptitude and the ability to organize, prioritize and

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schedule work assignments. In addition, the Serviceman must be skilled in the use of a variety of hand and power tools commonly used in service work. The Serviceman must also be able to perform computer data entry and use common software applications. The Serviceman must have the ability to learn other proprietary applications used by the employer.

SELECTION GUIDELINES

Selection is based on strength of application, education, work experience, references and performance during interview. The employer may also use job related aptitude testing as part of the selection process.

TOOLS AND EQUIPMENT USED

The Serviceman is frequently required to operate hand and power tools, measuring devices, electronic locators and computers.

PHYSICAL DEMANDS

The Serviceman is frequently required to stand, sit, walk, talk, see, differentiate colors, hear, handle, grasp, feel, stoop, kneel, crouch, bend, crawl, reach, climb and descent stairs and ladders; and otherwise ambulate in a variety of environments including tight spaces. The employee is occasionally required to move objects weighing up to 100 lbs.

WORK ENVIRONMENT

Work is performed indoors and outdoors in all weather conditions, including heat, cold, snow and rain. The noise level varies from quiet to loud.

The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific duties from a job description does not preclude the employer from assigning such duties if they are logical in the context of the employer's operation.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.