

NOTICE OF VACANCY AND HIRING ACTION

FOR

DISTRIBUTION WORKER

POSITION: Distribution Worker

DEPARTMENT: Distribution & Meter

TITLE OF IMMEDIATE SUPERVISOR: Director Distribution & Meter Services, Distribution & Meter Department Coordinator or Distribution Supervisor

General Duties:

The employee will use shovels, picks, pry bars and other hand tools or pneumatic, hydraulic or gas powered equipment in the maintenance, repair and installation of water mains, service lines, stop boxes, valves, fire hydrants and other required appurtenances, and the removal and repair of pavement or other surfaces disturbed by excavation.

Read meters. Notify and/or collect bill amounts of customers that are delinquent on their bills. Turn on and off water services as directed by Customer Service Department or Supervisor.

The employee will help to repair or replace water service, water mains, valves, stop boxes, fire hydrants, meters and other parts of the distribution system as directed. They will read meters and notify/collect bill amounts of customers who are delinquent. They will turn on/off services as directed by the Customer Service Department or Supervisor.

After successful completion of a probationary period and upon demonstration of the necessary skill and knowledge, employee will work from general directions given by the supervisor, department head or senior employee. The employee will also work as needed in all areas of the Distribution and Meter Department.

The employee will carry a cell phone while on or off duty as directed by their supervisor and respond to after hour emergency repair calls. Over-time work may be assigned with little or no advance notice. Other duties will be assigned as necessary.

The employee will have no condition preventing performance of heavy and demanding physical labor outdoors and/or in confined spaces under all weather conditions. Must possess at time of employment or be able to obtain within one year of employment and maintain a valid Class A Commercial Driver's License (CDL) with air brake endorsement valid in Iowa, and insurable under company policy. Must be able to operate all department vehicles (Automatic and Standard Transmission) including wheel loader, tractor, backhoe, loader-breaker, pickup truck, dump truck, service truck and flatbed truck with boom. Must be able to read tape measures and perform basic mathematical calculations such as addition, subtraction, multiplication, accurately and timely. Must be able to work with a wide variety of Water Works employees and read and write English.

Required Experience and Training:

High School diploma or equivalent.

This is an entry level position.

Job duties are more fully set forth in the Position Description. To review the job description or for further information see Kyle Newsom, Director Distribution & Meter Services.