**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: August 16, 2019**

**Vacancy No: 083-19-02**

**Position Title: Multi Skilled Worker – Water Services Technician – Wastewater**

 **Collection**

**Division / Section: Water Services / Water Services Operations**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; 7am-3:30pm**

**Salary Range: $16.8886 Per Hour**

**Closing Date: September 6, 2019**

Actively supports and upholds the City’s stated mission and values. This position is responsible for performing a variety of tasks at levels encompassing entry level to supervisory level work as the employee progresses through skill blocks and requirements. Work specializes in journeyman level work in a core area of expertise but expands to various other areas of expertise on a regular basis. Work may require heavy physical exertion, may be performed under adverse weather conditions, and may entail exposure to toxins associated with wastewater.

There are seven skill blocks associated with this job and increases in pay are earned by completing skill blocks. The incumbent must complete each level before advancing to the next upper-level skill block.

This position is FLSA non-exempt.

Work may include:

* Operation, repair, and maintenance of facilities, equipment, and lines or devices in wastewater, and reclaim water systems,
* Electrical, hydraulic, and mechanical equipment used in the transmission of wastewater, and distribution of reclaimed water from the production facility to either the treatment facility or the end user.
* Operation of light to medium construction and maintenance equipment within the Water Services division, and often requiring manipulative ability as well as utilizing job-acquired skills in specialized fields.
* Traffic control and equipment for the design, placement, and maintenance of traffic safety devices utilized under extremely heavy traffic and during inclement weather.

**EXAMPLES OF THE WORK PERFORMED (These duties are representative of all levels. Individual responsibility will be based on skill acquisition).**

* Operates construction equipment such as pickup trucks, dump trucks, portable cement mixers, and backhoes as required.
* Operates such hand tools as jackhammers, tampers, shovels, air drill, air compressor, and whackers.
* Builds and maintains sanitary, sewer, and reclaim infrastructure which involves digging, cement work, pipe work, block work, and asphalt work.
* Fills out daily logs, service complaint forms, cost accounting forms, and other forms and reports (both manual and computer data entry) as directed (to include planning and scheduling in CMMS).
* Cleans and services equipment and makes minor mechanical adjustments and repairs to equipment.
* Performs heavy labor work involving periods of heavy lifting, shoveling, and pick work, including snow removal.
* Performs a variety of maintenance, construction, and repair work related to water, reclaim, and wastewater services.
* Assists in installing new sewer mains and services and repairing leaks and breaks.
* Helps repair various machines and tools by making adjustments and handling tools as directed.
* Assures proper safety precautions associated with Water Services construction, including traffic, trenching, and equipment operation.
* Assists the wastewater utility service foreman in estimating and requisitioning materials, supplies, and equipment needed in the maintenance of the wastewater collection system.
* Assists in the selection, training, and evaluation of subordinates.
* May provide work direction and be responsible for the work of others.
* Reads and understands maps and plans relating to water and wastewater systems.
* Performs routine facility and grounds maintenance.
* Recommends measures to improve production methods, equipment use, changes in working conditions, and quality of work.
* May provide work direction and be responsible for the work of others.
* Provides excellent customer service to both internal and external customers.
* Performs related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

* Working knowledge of tools, equipment, machinery, principals, materials, and practices in the maintenance and operations of reclaim distribution and collection systems.
* Considerable knowledge of various building trades and the hazards and safety precautions of in-ground work.

**MINIMUM REQUIREMENTS**

* High school diploma or G.E.D.
* Completion of at least the Entry Level/Level I Skill Block in core specialty during probationary period.

**DESIRED EXPERIENCE AND TRAINING**

* Water Services or construction experience.
* Heavy equipment experience.
* State certification in Water Services or a related field.

**OTHER REQUIREMENTS**

* Must possess a Commercial Driver’s License (CDL), type 'B’ within 6 months of employment.
* Must have the ability to perform extended periods of heavy physical exertion in adverse weather conditions.
* Must possess the ability to be contacted and respond in a timely manner and be willing to work on an emergency call-in basis.
* Regular attendance is an essential function of this job to ensure continuity.
* All Emergency Service Employees shall maintain their principal residence within the state boundaries of Arizona. All Emergency Service Employees, except those holding a position in Fire, will arrive at the assigned or emergency work location within one (1) hour from notification to report to duty.
* Employees may be designated a take home City vehicle.
* Employees who are designated to take home a City vehicle per the Vehicle Take Home Administrative Policy must live within the prescribed area. The defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges, or 10 miles from City Hall along Highway 180 North with a five-mile-wide corridor (2 ½ miles on each side).

**NOTES**

* The above job description is intended to represent only key areas of responsibilities; specific position assignments will vary depending on the business needs of the Water Services department.
* Skill sets or blocks will be provided separately according to level requirements and may change as regulations and business needs dictate.
* Hiring above entry level requires demonstration of competency in required skill blocks and successful completion within one year.

**PRE-EMPLOYMENT PHYSICAL REQUIREMENTS**

* CDL Physical
* Regulated Drug and Alcohol
* Asbestos
* Tetanus
* Typhoid and Hepatitis A & B Immunizations

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: human.resources@flagstaffaz.gov

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**