



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

## WATER DISTRIBUTION/METER ANALYST PUBLIC WORKS DEPARTMENT

**POSTING DATE: June 10, 2016**

**RATE OF PAY: \$20.6780/hr**

**EXEMPT/NON-EXEMPT: Non-Exempt**

**DEADLINE TO APPLY: June 27, 2016**

**POSITION STATUS: Regular Full Time (2 positions)**

**CLASSIFICATION GRADE: 15**

**UNION: AFSCME**

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for all activities in the water distribution and metering systems. This includes installing, maintaining and repairing the City water main distribution system, domestic and commercial service connections and fire hydrants. Meter activities include reading, installation, maintenance and repair of water meters and related hardware.

#### **ESSENTIAL JOB FUNCTIONS:**

- Receive daily work schedule directing activities to either meter or distribution related tasks and specific instructions; load required equipment, tools, materials and supplies.
- Inspect equipment and vehicles for proper working order and safety practices.
- Read water meters, test and repair defective meters, valve changes, radio box wiring.
- Deliver delinquency and shut-off notices to properties including performing water-off/on as directed.
- Respond to emergency call outs as directed including suspected water leaks and main breaks, fire calls, indoor water repairs. In the event of a confirmed break begin process of shutting down isolating valves immediately.
- Respond to Dig-Safe notifications and identify all water supply lines according to departmental protocol.
- Maintain and repair water mains and/or service connections.
- Re-fill and resurface roadways.
- Install, repair or replace sections of water mains or valves as scheduled, in a manner in accordance American Water Works Association Standards.
- Install, repair or replace domestic or commercial water service connections from the main water line into the facility; in a manner in accordance American Water Works Association Standards.
- Install, repair or replace fire hydrants; re-surface ground area; maintain free access to hydrants by clearing debris, shoveling or plowing accumulated snow, flush, pump and flow test fire hydrants as necessary.
- Ensure a safe work area for all projects assigned.
- Inspect new water lines laid by contractors for conformance to departmental and State regulations and standards.
- Gather asset information for the various categories of infrastructures, signs, hydrants, making use of hand-held computer and GPS receiver.
- Locate, expose and raise or lower road and gate boxes as directed for Street Division paving projects.
- Plow City streets and sidewalks with the street division in accordance with the provisions of the Union contract.
- Backfilling and landscaping of City green belt and lawn areas.
- Act as "Ambassador" for the City, carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- May be required to be on call.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- High School Diploma or equivalent required.
- One year previous experience in underground water construction or other underground construction preferred.
- Vermont State Operator Classification, Class D or equivalent required or the ability to obtain certification within one (1) year of date of hire required.
- Demonstrated working knowledge of the internal works of plumbing and fixtures with residential and commercial properties preferred.
- Must be able to read and understand blue prints to identify and locate water shut-offs, and water lines.
- Training in construction equipment and tool use and their related safety practices required.
- Must possess Commercial Driver's License Class B at time of application, but must obtain and maintain a Commercial Driver's License Class A within the probationary period of the position required.
- Ability to learn City water distribution system and connectors, including but not limited to: locating underground service lines such as gas and power supply, principles of water pressure and hydraulic engineering, good safety practices, etc.
- Ability to lift up to 60 pounds chest high, frequency 2-3 times daily on average.
- Must be able to operate various hand held tools, including but not limited to: jack hammer, pick and shovel.
- Previous backhoe operation experience preferred.
- Ability to climb ladders in and out of trench excavations.
- Ability to work in confined spaces required.
- Ability to work in all weather conditions required.
- Work on nights, holidays and weekends may be required.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must be able to work effectively and in a professional manner with crew members and leaders, other divisions and the

general public.

- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit a cover letter, resume and City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**