

# POSITION DESCRIPTION

<b>Title</b>	Distribution Assistant	<b>Type</b>	\$18 – \$21 per hour
<b>Department</b>	Public Works - Water	<b>Union</b>	Union, non-exempt
<b>Date</b>	January 31, 2024		

## **General Purpose**

In this position, a variety of skilled and technical work will be performed in the installation, operation, maintenance, and repair of all the equipment involved in the Water Meter Replacement Project.

## **Reporting Structure**

Reports directly to the Distribution Supervisor and will work under the general supervision of the Water Head Operator and the Public Works Director.

## **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Install meters (when necessary), perform PA One Calls and coordinate meter replacement with contractor during entirety of installation project.
2. Ability to maintain detailed records and reports.
3. Required to assist in maintaining a map of progress of the Water Meter Replacement Project.
4. Assist in assembling reports of the Meter Installation (based upon field reports provided by the plumbing contractor) and completing the EPA spreadsheet for service line inventory.
5. Coordinate with the Water Plant Operator and the Director of Public Works to implement the Borough's Leak Detection and Repair Program.
6. Assist the Distribution Supervisor with Lead and Copper inventory.
7. Perform other duties as assigned by Supervisor.

## **Required Minimum Qualifications, Certifications and Abilities**

1. High School Diploma or equivalent required.
2. Possess a valid Pennsylvania's Driver's License (Class C).
3. Mechanical knowledge of various tools, medium equipment, machinery, and vehicles.
4. Basic knowledge of water systems and plumbing.
5. Possess good communication skills.
6. Meet all pre-employment conditions (see below)

## **Preferred Knowledge, Skills and Abilities**

1. Three (3) years experience of Water Distribution systems or water treatment.
2. Possess or ability to earn plumbing certification, water license Class E and a CDL license
3. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
4. Knowledge of equipment, facilities, materials, procedures, and methodology for maintenance of water distribution systems and public infrastructure.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk. The employee will also on a daily basis will be working outside for varied periods of time up to and including an entire work period. This

includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.

2. While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.
3. The employee may be required to work in various types of environments including meter pits and confined spaces (e.g. basements, crawl spaces, etc.).
4. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
5. The employee will be required to and must occasionally lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.

### **Work Schedule and Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Will be required from time to time to work nights and weekends.
2. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and equipment vibrations.
3. The employee will occasionally work at a high elevation.
4. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
5. The potential for the risk of electrical shock may also be evident.
6. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
7. Shall wear a name badge and be easily identifiable to the public.
8. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.

### **Pre-Employment Conditions**

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.
3. Prior to employment, provide a Clean Pennsylvania Child Abuse History Certification and FBI Background Check.

**This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by the Borough Council or the Borough Manager.**

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

**Employee:**

**Borough Manager:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_