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Laborer – Inspector Special Water Project February 21, 2021

DEFINITION

This Employee performs various manual labor tasks in the areas of water meter service. This position is a temporary position assisting the Village Water Department - if the Employee is interested and meets work performance standards, the Village may offer regular part-time employment on a permanent or seasonal basis.

The Employee will complete work as part of a Village Water Improvement Project collecting data on water meter systems within residential homes and commercial properties, inspecting systems' conditions, and making minor low-voltage wire connections. The Employee may assist the Water Commissioner in replacing water meter components; performs related work as required.

The Employee will accurately document and return an accurate collection of information to the Village Clerk. The Employee is under the immediate supervision of the Street and Water Commissioner.

EQUIPMENT/JOB LOCATION

- The position is within the Village of Fonda and the Town of Mohawk, New York.
- The Employee will use various hand tools such as a screwdriver, wire strippers, and wrenches.
- The Employee will also use a digital camera and memory card to record the equipment's visual condition.
- The Employee will drive standard-box, one-ton pick-up trucks.
- The Employee will use an electronic meter reading and recording device.
- The Employee will be required to lift, carry, climb stairs, bend and move moderately light objects.
- The Employee will experience exposure to all types of weather conditions with possible exposure to dust, mildew, or mold within damp basements or below ground structures.
- Work is generally performed outdoors, within customer homes and commercial buildings, and regardless of weather conditions.

- Additionally, the Employee may occasionally be required to work in high places or on ladders.

ESSENTIAL FUNCTIONS OF THE JOB

- Performs various general labor duties, such as documenting, inspection, and making minor repairs to water meter components.
- Records requested information from inspection and repairs within an Excel Spreadsheet or paper form documents.
- The Employee assists Water Commissioner or designated Certified Water Team Member in the replacement of water meters.
- He or She professionally communicates with Water Customers for scheduling and awareness of actions taken within their private property.
- The Employee provides exceptional customer service to all customers and residents.

Safety and Health Requirements

The Village of Fonda takes a serious approach to protect our employees and residents, requiring all employees to follow our safety protocols and requirements to stop disease and illness further.

- All employees require universal precautions and Personal Protection Equipment.
- Facemasks and protective gloves are required when in contact with residents and customers.
- All employees follow distancing from residents and customers when transacting business with any person.
- Regular hand washing and sanitizing are required before, during, and after contact with others.
- We require proper hygiene protocols for health and appearance.
- COVID-19 Testing required periodically and as recommended by the Montgomery County Health Director.

QUALIFICATIONS

- The applicant must have completed the tenth (10th grade); with GED or High School Diploma preference.
- Experience in performing manual work.
- Experience utilizing forms, documents, preference for abilities to use Microsoft Excel Spreadsheets.

- The position requires the ability to read, legibly write, and comprehend the English language.
- Must have a valid New York driver's license.
- Must be able to pass a background check.
- Applicants must be in such physical condition as not to impair their performance of the required duties.

Scheduling and Availability

Scheduling requires availability based on and for the convenience of our water customers, Schedules will vary between these hours and days – based on scheduling needs:

- Weekends, from 8:00 AM to 9:00 PM
- Weekdays, from 8:00 AM to 8:00 PM

Length of Temporary Employment

- We anticipate the position to continue for approximately eight weeks based on the progress of the project.
- We may consider applicants for other employment opportunities based on qualifications and performance.