

Charles Gill  
Water Utility Manager  
451 Meek Street  
Greenfield, Indiana 46140



Mayor Chuck Fewell  
Board of Works and Public Safety  
10 South State St.  
Greenfield, IN 46140

Re: Recommendation of Advancement

May 14, 2019

Mayor and Board Members,

The goal of the Water Apprenticeship Program is to prepare employees for a career in the Water Industry and ensure a professional staff to safeguard the City of Greenfield Drinking Water infrastructure. The position of Lead Distribution Operator required qualifications and description are attached for your review. A Lead Distribution Operator is the front line manager who coordinates Distribution Operators and Apprentice Operators during the daily operation, maintenance, and repair work on the distribution system. The Lead Operator orders parts and materials for work orders and enters and field checks 811 locate tickets prior to excavations.

Mr. Jan Piworski completed the three year Water Apprenticeship Program and earned his Journeyworker certification in 2016. He has completed leadership training in 2018 with our HR Director. He has a Class B CDL and is a licensed DSL Water Operator. Mr. Piworski has been employed with the City of Greenfield for almost nine years. I along with my Assistant Utility Manager, and Distribution Supervisor have reviewed Mr. Piworski's job performance and have recommended him for advancement to the position of Lead Distribution Operator.

He has shown a capacity for leadership and is ready to take on this level of responsibility. He has been carrying out a majority of the responsibilities of this new job since January of this year and he has done well. This advancement was accounted for in our 2019 budget approved by council.

I request Mr. Piworski be advanced as presented in accordance with the City of Greenfield Salary Schedule. If approved the salary change to take effect on **May 18, 2019**.

<b>NAME</b>	<b>CURRENT TITLE/SALARY</b>	<b>PROPOSED TITLE/SALARY</b>
Jan Piworski	Distribution Operator / \$27.95	Lead Distribution Operator / \$29.42

Please contact my office if you have questions concerning this advancement.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a light blue horizontal line.

Charles Gill  
Water Utility Manger

cc: Mike Fruth, Utility Director  
Mitch Ripley, Human Resource Director  
Lori Elmore, Clerk-Treasurer

**POSITION DESCRIPTION  
CITY OF GREENFIELD, INDIANA**

**POSITION:** Lead Water Distribution Operator  
**DEPARTMENT/DIVISION:** Water / Distribution  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F; with on-call rotation  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)  
**IMMEDIATE SUPERVISOR:** Water Distribution Supervisor

**DATE WRITTEN:** June 2015  
**DATE REVISED:** February 2018

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

**I. DEFINITION:**

Under broad guidance a Lead Water Distribution Operator's primary job duty is to troubleshoot safety concerns, operational work tasks, preventive and corrective maintenance in the Water Distribution System. Incumbent may perform these duties during normal daytime work week and during off hour work shifts. Performs work tasks in a manner that is compliant with all City, State, and Federal water quality standards.

**II. WORK SCHEDULE:**

Regularly Monday through Friday 8:00 a.m. to 4:00 p.m. On-call rotation as announced. 35 hours per week with paid holidays.

**III. ESSENTIAL DUTIES:**

- Monitors and controls and/or directs the administration of Safety Equipment Maintenance program, Distribution inventory control system, Hydrant Coating Systems, Automated Meter program.
- Troubleshoot operation and maintenance problems with the operator on duty both during normally assigned shifts and off hour recall.
- Plans and performs Distribution construction or maintenance job tasks as assigned.
- Performs algebraic computations and records data in computer maintenance system data system for job planning or completion.
- Coordinate with contractors to provide technical assistance with installation of water distribution system.
- Periodically assists contractors, including witnessing pressure tests on new water mains and Ensures compliance with Indiana Department of Environmental Management (IDEM) rules, state and federal laws as applicable.
- Documents and reviews work performed on prescribed forms as required, including site location, hours worked and materials/parts used in computer maintenance program.

- Assist or direct the maintenance of department grounds, including mowing grass, shoveling snow, raking leaves, and performing minor maintenance duties.
- Coordinate work with filtration teams to improve system performance, assist with system emergencies.
- Periodically schedules and performs flushing of fire hydrants to clean sediment from water mains
- Trains new Water Distribution Operators
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.

#### **IV. QUALIFICATION STANDARDS:**

- **Education- Fully qualified:** High school diploma or equivalent **and** completion of Greenfield Water Department Apprenticeship Program.
- **Experience- Fully qualified:** Four (4) years of experience in the field of water supply including experience in water filtration, operations and maintenance, preferably in the City or an equivalent experience.
- Possession of Indiana CDL Class B license
- Possession of Valid Indiana DSL license

#### **V. PREFERRED SKILLS/QUALIFICATIONS:**

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to communicate effectively in both verbal and written format.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios using common electronic devices.

#### **VI. PROFESSIONAL EXPECTATIONS:**

- Incumbent is expected to respect and use the Departmental Chain of Command.
- Be able to work with and understand intermediate data processing software to include email, word processing, spreadsheets, and web-based programs.
- Possess in depth knowledge of and ability to make practical application of Department and OSHA safety policies and procedures.
- Ability to perform basic plumbing repairs and properly operate and maintain a variety of hand and power tools, including wrenches, screw drivers, drills, pliers, shovels, propane torch, flaring tool, vise grips, tube cutters, and chemical testing equipment.
- Safely operate all water utility vehicles and heavy equipment.
- Ability to recognize problems quickly and use good judgment in locating the most appropriate guideline or practice to follow with little or no supervision to solve problems.
- Ability to read and interpret maps, and read and observe instruments, gauges and dials.
- Ability to provide public access and maintain confidentiality of department information and records according to state requirements.
- Ability comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to understand and follow written and oral instructions and work alone and with others in a team environment with minimum supervision, often under time pressure.
- Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to hear and learn to identify mechanical sounds.

- Maintain knowledge of all Greenfield Water Utility and City Standard Operating Procedure materials and all aspects of water treatment operations.
- Maintain knowledge of all Greenfield Water Utility and City Safety procedures and policies and responsible for their implementation.

**VII. PHYSICAL EFFORT:**

- Must be able to identify colors used in work
- Must have ability to walk, climb, stand, or bend for over 50% of time
- Must have the ability to lift/carry 50 pounds
- Must be able to push/pull objects
- Must be able to reach, bend, crawl, crouch/kneel, handle/grasp/manipulate objects.
- Must be able to work with oxidizers and other chemicals.
- Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

**VIII. WORKING CONDITIONS:**

- Employee may be required to work both inside and outside throughout their day. He/she may be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour; Indoors work environment may involve working in tight spaces, exposure to noise, grease, dirt, dust, vehicle fumes, and chemicals
- Incumbent occasionally works extended, evening and/or weekend hours, and serves on 24-hour call for emergencies.
- Must be immediately accessible by telephone in order to respond to emergencies according to a standby or on-call schedule as announced.
- Safety precautions must be followed at all times to avoid injury to self and others.

**IX. PERSONAL WORK RELATIONSHIPS:**

- Incumbent will be placed in a leadership position with employees assigned to them. Lead Operators will maintain contact with other City departments and the public for the purpose of exchanging and explaining information.
- Incumbent is to maintain a clean and professional appearance in accordance with all city and departmental standards.