

The City of Havre de Grace is seeking employment applications for a Driver/Laborer I Water and Sewer Distribution position. This position will work under the supervision of a Crew Leader performing a variety of tasks associated with maintenance, repair and replacement of City property and buildings to include water and sewer lines, meters, as well as serves as a Water Meter Reader as needed.

The position is responsible for performing various duties including but not limited to:

- Installs, removes, repairs and maintains water and sewer lines, installs water meters, replaces defective meters, cleans sewer lines, flushes hydrants
- Operates trucks of varying sizes (dump truck, pickup truck, utility truck) in a safe and efficient manner
- Safely and efficiently operates various power and hand tools
- Performs maintenance and replacement of storm drain inlets and pipe when needed
- Performs trash run emptying City-owned trash receptacles when on-call
- Performs snow removal
- Reads water meter indicator electronically as required
- Records readings, calculates consumption and notes any unusual changes in consumption or malfunctions such as leaks or damaged meters
- Inspects meters and connections for defects, damage, unauthorized connection or use; reports findings to supervisor
- Responds to service calls in a timely manner
- Provides exceptional customer service especially to City residents

Minimum qualifications are as follows:

- Graduation from High School or a GED equivalent
- Knowledge of equipment, methods and techniques used in maintenance and repair activities; skill in operating various hand tools and small power tools
- Working knowledge of data entry and basic arithmetic and the ability to record arithmetic computations accurately and quickly
- Must possess a valid driver's license and be able to acquire Class B CDL within the first twelve months of employment and acquire a Water Distribution License within the first eighteen months of employment

In addition the applicant must possess the following knowledge, skills, and abilities:

- Must frequently stand, stoop, kneel, crouch or crawl
- Must be capable of lifting loads up to 50 lbs. and, with assistance, as much as 100 lbs.
- Ability to communicate orally and in writing and perform as a member of a team

Applications are available at City Hall, 711 Pennington Avenue, Havre de Grace, MD and on the City's Website [www.havredegracemd.com](http://www.havredegracemd.com)