



## Semi-Skilled Laborer (Risk Data & Communication Assistant) Position Description

**Department:** Water & Sewer Department

**Position:** Semi-Skilled Laborer (Risk Data and Communication Assistant)

**Job Category:** LTC (Labor, Trades, Crafts)

**Status:** Temporary

**Scheduling:**

**FLSA Status:** Covered, Non-exempt (Hourly)

**Date of Announcement:** April 4, 2024

**Application Deadline:** Until position is filled

Be part of a national effort to improve community health by ensuring access to clean water for all residents. As part of the Environmental Protection Agency's (EPA) Lead and Copper Rule, communities nation-wide are working to identify and replace lead contaminated drinking water service lines. Be part of Goshen's effort this summer and engage directly with this public infrastructure improvement project as a Community Education and Outreach intern.

While contributing to and updating Goshen's inventory of service line materials in customer homes, this position will interact directly with Goshen residents as part of a door-to-door community engagement effort. Project outcomes include (1) gather information for a better understanding of water service line material types (2) improve public understanding of our community's water system.

### **Opportunities to Gain Skills/Knowledge In:**

- Community-wide education and outreach efforts
- Data science creation, analysis, and communication
- Public and environmental health concepts relating specially to lead water lines and public health risks
- Water utilities and public infrastructure management
- Geographic Information Systems (GIS)
- Communication strategies and practice

### **Essential Duties and Responsibilities:**

- Conduct public outreach and communication to increase public understanding of water service lines and their relationship to clean water and community health risks
- Inventory customer-side water service line materials by taking photos and assessing material types at water meters in customer homes
- Work with the City's Water Quality Manager, Engineering Department, and other City staff to plan and carry out communications with property owners
- Gather and organize water line material records and update forms for GIS and other records

### **Minimum Training and Experience Required:**

- Working knowledge of Microsoft Office products
- GIS knowledge and experience with ESRI products preferred

### **Special Requirements:**

- Excellent written and verbal communication skills

- Spanish language skills preferred, not required
- Ability to perform duties with limited supervision

**Minimum Physical and Mental Abilities:**

- Ability to utilize departmental equipment and tools
- Ability to operate a variety of automated office machines
- Ability to exert physical effort in light to moderate work

**Supervisor Responsibilities:**

- Not applicable

**Mathematical Ability:**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data.

**Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to accurately record and deliver information, meet deadlines, and maintain the confidentiality of restricted information
- Ability to use independent judgement, common sense, and principles of rational systems in the performance of tasks
- Ability to communicate effectively with the public

**Environmental Adaptability:**

- Ability to work effectively in an office and outdoor environment with exposure to heat, cold, and noise.

**Rate of Pay:**

- \$17.84 per hour

**Work Hours:**

Monday – Friday 11-7. Evenings and weekends may be required on a limited basis.

Applications are available in Human Resources, 204 E. Jefferson St., Goshen, or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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