

McCordsville

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INDIANA

Job Description

Title: General Laborer- Public Works Part Time

Department: Department of Public Works (DPW)

Supervisor: Assistant Director of DPW

Status: Part-time, non-exempt, Sunday - Thursday 8AM-2PM
Tuesday - Saturday 8AM-2PM

Purpose of Position: The Town of McCordsville is seeking qualified applicants for the position of General Laborer for Public Works. The position is a part-time non-exempt position. Work hours generally are 8:00 a.m. to 2:00 p.m., Sunday through Thursday or Tuesday through Saturday. The salary is \$18.00 per hour for an average of 30 hours per week.

A General Laborer is responsible for performing a variety of routine tasks around the maintenance, upkeep, and services of the Town's roadways, easements, parks, greenspaces, stormwater, and wastewater operations. The primary role of this position will be to perform landscape duties at McCord Square and other parks. This position may help with snow removal from sidewalks and streets, help with events held by the town, and aid in the maintenance of town hall. Further details are denoted below.

Skills & Experience

- Previous public works experience or landscape experience desired.
- Articulate, pleasant, punctual, and dependable;
- Solid work ethic and capacity to multi-task;
- Strong communication skills;
- Citizen Service- manages difficult or emotional citizen situations in a prompt and professional manner.
- Problem solving skills;
- Ability to work independently and prioritize work requests efficiently;
- Well-organized and accommodating to changing priorities and deadlines;
- Strong sense of discretion and confidentiality;
- Ability to work effectively with limited supervision; and
- Always observe safety and security procedures.

Duties and Responsibilities:

Primary:

- Mow, weed eat, edge, and clean McCord Square and other town owned parks
- Assist with public events hosted and held by the town
- Remove trash and replace bags in public trash receptacles
- Shovel snow off town owned sidewalks
- Plow snow on town owned streets
- Maintain mulch beds, free from weeds and debris
- Maintain and clean town owned equipment
- Maintains an effective communication process with the DPW Director, Assistant Director, Town Engineer, and Wastewater Superintendent

Secondary:

- Performs sign repair and/or replacement, as needed
- Performs right-of-way maintenance to include trash pick-up; street sweeping; and weed trimming.
- Performs concrete sidewalk and curb repairs on an annual basis
- Assists in the patching and repair of potholes and cracks in Town streets
- Performs special assignments as directed

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 their essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell; and lift and/or move up to 100 pounds with the use of an assistive device.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work 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 duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); working near moving mechanical parts; working in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; the risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to very loud.

Personal protective equipment must be worn when required to include work boots, hard hats, high-visibility vests, safety goggles, gloves, and protective clothing.

While the offices of the Public Works Department are usually open from 7:00 a.m. to 4:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends. It also requires the ability to drive a Town of McCordsville vehicle. A valid CDL driver's license is preferred, but not required.

Town of McCordsville is an Equal Opportunity Employer.

Send resumes to Nick Brown at nbrown@mccordsville.org and Ron Crider at rcrider@mccordsville.org by 4pm on August 26th. *No phone calls please.*