

McCordsville

ESTD  1988

INDIANA

Job Description

Title: General Laborer- Public Works Full Time

Department: Department of Public Works (DPW)

Supervisor: Assistant Director of DPW

Status: Full-time, non-exempt

Purpose of Position: The Town of McCordsville is seeking qualified applicants for the position of General Laborer for Public Works. The position is a full-time non-exempt position. Workdays are generally Monday through Friday. Occasional evening, weekend, holidays, or special events may be required with notice. The salary is \$20.00 per hour.

A General Laborer is responsible for performing a variety of routine tasks around the maintenance, upkeep, and services of the Town's roadways, easements, right-of-way, parks, greenspaces, stormwater, and wastewater operations. This position is required to assist with snow removal from sidewalks and streets, help with events/ programs held by the town as requested, and aid in the maintenance of Town Facilities if needed. Further details are denoted below.

Skills & Experience

- Previous public works experience, maintenance 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 included but not limited to:

Primary:

- Performs concrete sidewalk and curb repairs on an annual basis
- Assists in the patching and repair of potholes and cracks in Town streets
- Mow, weed eat, edge, and clean town owned parks, greenspace, and facilities
- Responds to complaints regarding stormwater and street-related issues.
- Shovel snow off town owned sidewalks
- Operates snow control equipment in the removal of snow and application of salt to Town streets and properties.
- Maintain mulch beds, free from weeds and debris
- Maintain and clean all town owned equipment
- Maintains an effective communication process with the DPW Director, Assistant Director, Town Engineer, and Wastewater Superintendent
- Help or assist with anything the Town might need to operate at a high level

Secondary:

- Performs sign repair and/or replacement, as needed
- Performs right-of-way maintenance to include trash pick-up; street sweeping; and weed trimming.
- Assist with public events hosted and held by the town
- Remove trash and replace bags in public trash receptacles
- Performs repairs of Town-owned stormwater infrastructure.
- 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. There may be instances that you need to be on call. Successful candidate 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.in.gov and Ron Crider at rcrider@mccordsville.in.gov by 4pm on December 20th. *No phone calls please.*