

Job Description



Job Title: General Laborer – Street and Stormwater or Wastewater
Department: Public Works
Reports To: Street and Stormwater or Wastewater Superintendent
FLSA Status: Nonexempt
Last HR Review: December 2019

Principal Function: A General Laborer is responsible for performing a variety of routine tasks around the maintenance, upkeep, and services of the Town's roadways and easements, stormwater and wastewater operations.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Performs repairs of Town-owned stormwater infrastructure.
2. Operates snow control equipment in the removal of snow and application of salt to Town streets and properties.
3. Performs sign repair and/or replacement, as needed.
4. Performs right-of-way maintenance to include: trash pick-up; street sweeping; and weed trimming.
5. Performs concrete sidewalk and curb repairs on an annual basis.
6. Assists in the patching and repair of potholes and cracks in Town streets.
7. Responds to complaints regarding stormwater and street-related issues.
8. Assists the Wastewater Department with duties to include: responding to sanitary sewer complaints; sewer tap inspections; wastewater treatment plant issues; utility locates; and compliance with the Indiana Department of Environmental Management (IDEM).
9. Maintains, repairs, and cleans all Town-owned equipment and vehicles with the exception of Police Department equipment and vehicles.
10. Investigates complaints pertaining to stormwater runoff, develops corrective recommendations for identified problems and notifies the appropriate parties.
11. Performs site visits, water sampling and evaluation of pollutants, and maintains a report.
12. Maintains an effective communication process with the Street and Stormwater or Wastewater Superintendents.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Town-Related Competencies: To perform this job successfully, all employees working in the Town should demonstrate the following competencies:

- **Citizen Service** – Manages difficult or emotional citizen situations; responds promptly to citizen needs; solicits resident feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **Attendance/Punctuality** – Is consistently at work and is on time; ensures work

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responsibilities are covered when absent; arrives at meetings and appointments on time.

- **Dependability** – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Job-Related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
- **Oral and Written Communication** – Speaks clearly and persuasively in positive or negative situations; listens to others without interrupting; keeps emotions under control; writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Education and/or Experience: High school diploma or general education degree (GED); or one-year of experience and/or training; or equivalent combination of education and experience is required. Class B Commercial Driver's License (CDL) is required. Previous experience in a public works-related job is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Must possess a clear understanding of all federal, state, and local guidelines as they relate to the Stormwater and Wastewater Departments.
- The ability to use a wide variety of tools and equipment to include: skid steer, backhoe, concrete mixer, loader, cut saw, and jackhammer is required.
- The ability to perform minor landscaping repairs is required.
- A comprehensive knowledge of erosion and sediment control is required.
- A basic understanding of pipe, street and MS4 systems is desired.
- A basic understanding of the vacuum truck and street sweeping operations is desired.
- A working knowledge of the operations of heavy equipment is required.
- Must be able to accurately locate and mark underground assets for "locate requests" through Indiana 811.
- The ability to attend meetings and seminars is required.
- The ability remain current with all required licenses, certifications and in-service requirements is required.
- The ability to speak, read and write in English is required. Spanish is desired.

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

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the 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. Thus, a valid CDL driver's license is required.

SIGNATURES:

Incumbent's Signature

Incumbent's Printed Name

Date

Street and Stormwater Superintendent's
Signature

Street and Stormwater Superintendent's
Printed Name

Date

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