

McCordsville

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INDIANA

Job Description

Title: General Laborer- Public Works Utility Locator

Department: Department of Public Works (DPW)

Supervisor: Assistant Director of DPW

Status: Full-time, non-exempt, Monday-Friday 7am-4pm

Purpose of Position: The Town of McCordsville is seeking qualified applicants for the position of General Laborer- Public Works Utility Locator. The position is a permanent full-time non-exempt position. Work hours generally are 7:00 a.m. to 4:00 p.m., Monday through Friday with occasional night meetings; salary is \$18-\$20 per hour depending on qualifications and experience plus benefits.

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 assist in the utility location of storm water and sewer lines within the Town of McCordsville. In addition, this person will perform inspection reports on our storm water system as part of the MS4 program and report findings to the DPW staff or Engineering Department when maintenance is needed. Further details are denoted below.

Skills & Experience

- Minimum High School diploma General Education Degree (GED)
- One year of experience and/or training in utility location preferred, previous public works experience desired.
- Basic Knowledge with the Microsoft Office Suite (Outlook, Word);
- Basic knowledge and experience with computers and the internet;
- Articulate, pleasant, punctual, and dependable;
- Solid work ethic and capacity to multi-task;
- Strong communication skills- both oral and written;
- 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:

- Respond to and perform utility locate requests for Town of McCordsville infrastructure in a prompt manner
- Handles all follow-up and reporting necessary to utility locates
- Handles inspections and reporting of stormwater infrastructure while out in the field.
- Create repair work orders for stormwater infrastructure for the DPW Director and Engineer to review and assign as part of the Town's MS4 program
- Responds to complaints regarding stormwater
- Assists the Wastewater Department with duties to include responding to sanitary sewer complaints; sewer tap inspections; and compliance with the Indiana Department of Environmental Management (IDEM)
- Investigates complaints pertaining to stormwater runoff, develops corrective recommendations for identified problems and notifies the appropriate parties
- Maintains an effective communication process with the DPW Director, Assistant Director, Town Engineer, and Wastewater Superintendent

Secondary:

- Performs repairs of Town-owned stormwater infrastructure as directed
- Operates snow control equipment in the removal of snow and application of salt to Town streets and properties
- 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
- Maintains, repairs, and cleans all Town-owned equipment and vehicles except for Police Department equipment and vehicles.
- Conducts general office filing and record keeping;
- 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.

Benefits

- Starting pay is \$18.00-\$20.00 per hour DOQ
- Enrollment in the Public Employee's Retirement Fund (Town pays employee contribution)
- Health (medical, vision, dental) and Life Insurance
- Free Health Clinic
- Paid Time Off- Prorated @ 13.22 hours/ month year 1; 160 hours after first year (anniversary date)
- 14 paid holidays per year

- Short-Term & Long-Term Disability
- Inquire for a full list of benefits

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 January 15th. *No phone calls please.*