

Posting dates: 12/13/2024

## JOB POSTING

### CITY OF GREENSBURG, INDIANA

**POSITION:** Laborer  
**DEPARTMENT:** Wastewater  
**WORK SCHEDULE:** 7am-12pm 1-4pm M-F  
**STATUS:** Full Time Non-Exempt  
**WAGE:** \$20.98 per hour (\$21.61 rate for 2025)

The City of Greensburg Wastewater Department is seeking a full-time Laborer.

Responsibilities include but are not limited to: Operating and maintaining various vehicles, equipment, hand/power tools, repairing and maintaining City sewer systems. Tools to be used consist of wrenches, screw drivers, drills, jack hammer, chain saw, pumps, air compressors, backhoe, rodder, cement mixer, pay loader, lawn equipment, pickup, crane truck, dump truck, sludge truck, including washing/cleaning and regular maintenance of all equipment. Performing proper upkeep and preventative maintenance of all wastewater related equipment. Monitoring and maintaining all wastewater electrical equipment. Monitors, maintains and repairs all collection systems lines and related lift station pumps and controls. Performs all laboratory functions, lab maintenance, general cleaning of lab equipment, and completes all necessary sampling requirements. Periodically assists other departments and serves on 24-hour call for emergencies. Performs all related duties as assigned. Mandatory weekend rotation. All applicants will be expected to complete and maintain a valid CDL license.

Applications and job description are available in the Clerk-Treasurers office, as well as online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit your completed application to Julie Nobbe, Personnel Administrator:  
Clerk Treasurers Office - City Hall - 314 W Washington St, Greensburg, IN 47240 or by email at [jnobb@greensburg.in.gov](mailto:jnobb@greensburg.in.gov).

Questions can be directed to Julie Nobbe at [jnobb@greensburg.in.gov](mailto:jnobb@greensburg.in.gov) or 812.663.8582 x 3.

Thank you in advance for your interest in this position.

*The City of Greensburg is an Equal Employment Opportunity Employer (EEOE)*

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Laborer  
**DEPARTMENT:** Wastewater  
**WORK SCHEDULE:** 7:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** December 1996  
**DATE REVISED:** August 2024

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. City of Greensburg provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Laborer for the City of Greensburg Wastewater Department, responsible for maintaining and repairing sewage plant and related sewer lines and lift stations.

**DUTIES:**

Operates and maintains various vehicles, equipment, hand and power tools in repairing and maintaining City sewer system, such as wrenches, screw drivers, drills, jack hammer, chain saws, pumps, air compressors, backhoe, rodder, cement mixer, Ag-Gator, pickup, liquid and dump trucks, including washing and cleaning, regularly checking for proper fluid levels and mechanical operation, performing tune-ups, lubricating, adding or changing oil and hydraulic fluid, changing tires, and replacing bearings and motors.

Monitors tanks and tubs and performs various maintenance functions as needed, including pumping out primary tanks, decanting tanks, starting, operating, and shutting down centrifuge, hosing walls and tanks, removing and cleaning grit tubs and cleaning wires and bar screens. Repairs and replaces pumps, motors, aerators, heaters, switches as needed, including changing fuses, disconnecting and connecting electrical lines as needed.

Documents various tasks on prescribed forms as required.

Hauls sludge to appropriate sites, applies to and plows into ground, and records on log as required, including location, method, volume and area covered. Assists in preparing periodic reports and submitting to state, including compiling data and color-coding map.

Cleans, rods, and flushes collection system lines using various equipment and hand tools as needed, including sewer snake and water pump. Performs various tests to locate leaking or damaged pipes, such as smoke and dye tests.

Maintains plant and lift station grounds, including mowing, removing weeds, brush and trash.

Performs laboratory functions as assigned, including collecting wastewater samples, cleaning and washing glassware, and sweeping and cleaning laboratory.

Responds to public complaints and inquiries as assigned, including making on-site visits, inspecting sewer taps for code compliance, talking to property owners and contractors, and explaining general permit requirements.

Assists other departments as needed, including mowing and trimming grounds, changing light bulbs, painting, and reading water meters.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or HSE.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic plumbing and electrical repairs and properly operate a variety of hand and power tools, vehicles and heavy equipment, including wrenches, screw drivers, drills, jack hammer, air compressors, power saws, cement mixer, rodder, backhoe, pickup and dump trucks.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete paperwork as required.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate and maintain various vehicles, equipment, hand and power tools in repairing and maintaining City sewer system, such as wrenches, screw drivers, drills, jack hammer, chain saws, pumps, air compressors, backhoe, rodder, cement mixer, Ag-Gator, pickup, liquid and dump trucks, including washing/cleaning, regularly checking for proper fluid levels and mechanical operation, performing tune-ups, lubricating, adding/changing oil and hydraulic fluid, changing tires, replacing bearings and motors.

Ability to physically perform assigned duties, including sitting for long periods, driving for long periods, hearing, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, handling/grasping objects.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, evening, and weekend hours, and occasionally travel out of town for training, but not overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid driver's license, Commercial Driver's License (CDL) license with required endorsements and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent establishes daily priorities with supervisor and works according to standard operating procedures. Incumbent refers to supervisor in unusual or unprecedented situations, such as major problems with sewer lines or lift stations. Errors in incumbent's work are usually prevented through standard safety procedures and are usually detected through supervisory review.

Incumbent reports directly to Superintendent.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve driving for long periods, sitting for long periods, hearing, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/ pulling objects, reaching, crouching/kneeling, bending, handling/grasping objects. Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

**IV. WORKING CONDITIONS:**

Incumbent performs majority of duties in a sewage plant, vehicle and outdoors, involving exposure to traffic, noise, grease, dirt, dust, vehicle and methane fumes, chemicals, extreme temperatures and inclement weather. Incumbent occasionally works in confined areas, such as manholes and pipes. Safety precautions must be followed at all times to avoid injury to self and/or others.

Incumbent is occasionally required to work extended, evening, and weekend hours, and occasionally required to travel out of town for training, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Laborer for the City of Greensburg Wastewater Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name