

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

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

DATE WRITTEN: December 1996
DATE REVISED: September 2016

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as Laborer/Maintenance for the Sewer Department, responsible for maintaining and repairing the 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, pickup 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.

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

Documents various tasks on prescribed forms as required.

Hauls sludge to appropriate sites, applies to/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.

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

Periodically assists other departments as needed, such as 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 KNOWLEDGES:

High school diploma or GED.

Knowledge of standard Department policies and procedures and safety techniques and ability to apply such knowledge to interrelated operations, processes, and tasks.

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, back hoe, and pickup trucks.

Ability to 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, pickup 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/fingering objects.

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

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

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

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

Ability to occasionally work extended, weekend and/or evening 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 Indiana driver's license 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.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Plant Superintendent.

IV. 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/fingering objects. Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

V. WORKING CONDITIONS:

Incumbent performs 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 on ladders and in confined areas, such as manholes and pipes. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training, but not overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Laborer/Maintenance in the Sewer 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