

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

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

DATE WRITTEN: December 1996 **STATUS:** Full-time
DATE REVISED: September 2016 **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/Certified/GIS for the Sewer Department, responsible for maintaining and repairing sewage plant and related sewer lines and lift stations and manages the GIS system for the City.

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/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.

Returns roads, sidewalks and yards to original condition, including repairing/replacing/raising castings, filling around manholes with asphalt/concrete, and cleaning work site. Ensures proper placement of warning, detour and related signs as needed during repair operations.

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.

Monitors and maintains lift stations and grounds, including removing excess grease, operating reset buttons in control boxes, checking amperage for gas accumulation.

Responds to public complaints/inquiries as assigned, including making on-site visits, determining City/citizen responsibilities for correcting problems, inspecting sewer taps for code compliance, talking to property owners and contractors, 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.

Consults with users analyzing and determining user information needs and evaluate available application packages.

Studies existing systems evaluating and recommending alternative data processing approaches to users and determining cost estimates associated with applications.

Provides guidance and technical advice to users regarding systems criteria and specifications.

Trains City and County staff on GIS technology and software applications.

Coordinates customer departments request for GIS service.

Tests and modifies systems segments, assists in evaluation and determination of adequacy of system on meeting customer and IT requirements.

Supervises and participates in the development of file and database structures and data collection methods, including design of forms, reports, processing methods and system control procedures. Gathers GIS data, including parcel address and zoning changes and builds GIS data sets.

Directs or participates as an active member in project work involving the application of basic systems criteria and the specification, installation and testing of computerized applications.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality and streamline customer service.

Makes periodic executive-level reports to the Director, Information Technology and the City's GIS Executive Committee concerning the status of the City's GIS System and GIS goals and objectives. Makes recommendations on needed remedial actions and related system improvements.

Performs such additional planning, technical support and other related duties as assigned.

Periodically attends training seminars as required.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED and collection system certification.

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, back hoe, pickup and dump trucks.

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

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

Ability to understand and follow written and oral instructions, and work with others in a team environment.

Ability to occasionally work extended, evening and/or 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 Indiana driver's license, Commercial Driver's License (CDL) with required endorsements and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent establishes daily priorities with supervisor, and works according to standard operating procedures, exercising independent judgment in supervising and directing labor crews, determining City/citizen responsibilities in repairing sewer problems, and ensuring compliance with project specifications and safety policies and procedures. Incumbent's work is periodically reviewed for adherence to instructions/guidelines, soundness of judgment, and compliance with Department policy.

III. PERSONAL WORK RELATIONSHIPS:

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

Incumbent reports directly to Foreman.

IV. PHYSICAL EFFORT:

Incumbent's duties involve sitting 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. 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 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 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/Certified/GIS for 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