

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

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

DATE WRITTEN: November 2020 **STATUS:** Part-time (less than 1560 hrs. annually)
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 for the Street/Sanitation Department, responsible for driving/operating various trucks and equipment in removing trash, and clearing and maintaining City streets and rights-of-way.

DUTIES:

Operates various trucks, equipment and hand tools clearing and maintaining City streets and rights-of-way as assigned, such as flatbed truck, snow plow, salt/sand spreaders, street sweeper, and jack hammer. Operates and/or loads trash on trash truck on regular collection route and on special pick-up.

Operates chain saws, mowers and chipper in removing weeds, brush and storm-damaged trees from rights-of-way and catch basins, including road sides, culverts, guard rails and bridges.

Clears City streets of snow and debris, and hauls and spreads road materials, including sand, salt, gravel, top dirt and asphalt.

Loads, installs and/or repairs permanent and emergency streets signs, guard rails, lights, storm drains/pipes, and railroad crossing markers. Installs pavement markings, including painting traffic lines and curbs and applying hot tape. Assists in excavating ditch/drainage sites as assigned.

Periodically repairs streets and alleys, including breaking, loading and hauling old concrete, shoveling and spreading road patching materials, and sealing cracks. Pours and forms concrete, such as streets, curbs, sidewalks and culverts.

Periodically assists with flagging/traffic control at work sites as assigned.

Serves on 24-hour call for emergency situations as assigned.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to properly operate a variety of trucks, hand and power tools, such as flatbed and trash trucks, snow plow, salt/sand spreaders, street sweeper, chain and pavement saws, jack hammer, and chipper.

Ability to physically perform assigned duties, including driving/sitting for long periods, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, shoveling, raking, pushing/pulling objects, reaching, bending, handling/grasping/fingering objects.

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

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

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

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

Ability to occasionally work extended, weekend and/or evening hours, 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 works according to a daily work schedule with priorities determined by supervisor and service needs of the public. Incumbent's work is reviewed in progress and through random checks.

III. PERSONAL WORK RELATIONSHIPS:

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

Incumbent reports directly to Street Commissioner &/or Assistant Street Commissioner.

IV. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion, such as driving/sitting for long periods, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, shoveling, raking, climbing stairs/ladders, crawling, crouching/kneeling, pushing/pulling objects, reaching, bending, handling/grasping/fingering objects, color/depth perception, hearing sounds/communication, and close/far vision. Prolonged intense physical strain is not associated with normal duties.

V. WORK ENVIRONMENT:

Incumbent performs a majority of duties outdoors and in a vehicle, and is frequently exposed to normal hazards associated with maintaining garage and rights-of-way, such as animals, machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures and inclement weather. Incumbent occasionally works in confined areas, such as storm drains, and pipes. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. 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 serves on 24-hour call for emergency situations and/or as needed for weather conditions.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Laborer for the Street/Sanitation 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