



# Wastewater Laborer

## Job Posting

<b>Position Title:</b>	Laborer
<b>Department:</b>	Wastewater
<b>Work Schedule:</b>	7:00am – 4:00pm, Monday - Friday
<b>Salary:</b>	\$21.61 – 23.53/hour
<b>Benefits:</b>	<a href="https://www.cityofgreensburg.com/city-services/city-employees/employee-benefits/">https://www.cityofgreensburg.com/city-services/city-employees/employee-benefits/</a>
<b>Status:</b>	Non-exempt
<b>Application Deadline:</b>	May 16, 2025

The City of Greensburg Wastewater Department is seeking a full-time laborer responsible for maintaining and repairing the sewage plant and related sewer lines and lift stations.

Application and complete job description are available in the Clerk-Treasurer's office (314 W. Washington St., Greensburg) or online at: <https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

**Please submit completed applications to Julie Nobbe, Personnel Administrator, at the Clerk-Treasurer's Office or by email at [careers@greensburg.in.gov](mailto:careers@greensburg.in.gov). Applications submitted by email MUST be in PDF format and include the position title in the subject line to be considered.**

### PRIMARY RESPONSIBILITIES:

- Operate and maintain various vehicles and equipment (e.g., trucks, backhoe, pumps, power tools)
- Monitor and maintain wastewater systems, including pumps, tanks, and collection lines
- Clean and flush sewer lines; perform testing for leaks
- Maintain plant grounds and assist with general facility upkeep
- Collect samples and clean laboratory equipment
- Available for 24-hour emergency call-outs and mandatory weekend rotation

### QUALIFICATIONS:

- High school diploma or GED required.

- Possession of a valid driver's license and the ability to obtain a CDL
- Strong attention to detail and mechanical aptitude.
- Ability to work independently and communicate effectively across shifts.
- Willingness to work on-call and in varied environmental conditions.
- Experience with mechanical, electrical, and plumbing systems
- Ability to operate tools and heavy equipment safely
- Strong communication skills, both with the public and coworkers
- Ability to work independently and as part of a team
- Physically able to lift 50+ pounds and perform manual tasks
- Willing to work extended hours and respond to emergencies as needed

#### **BENEFITS OF EMPLOYMENT WITH THE CITY OF GREENSBURG:**

- Health Insurance: Annual cost is \$400 for single, \$800 for employee + children, \$1,000 for employee + spouse, and \$1,200 for family coverage. *Spouse coverage is available as a conditional offer based on eligibility requirements.*
- Vision and dental plan options.
- Defined Contribution Pension plan through the State of Indiana (PERF).
- Life Insurance: Employer-provided coverage with the option to purchase additional insurance.
- Paid Time Off (PTO): Earn up to 143 hours in the first year.
- Holidays: 12 to 14 paid holidays annually, varying based on the election cycle.
- Longevity Pay: Earn 2% of base pay per year of service (up to 20% after 10 years), then 0.5% per year for years 10–20 (up to an additional 5%).
- Eligible for 2 weeks Paid Parental Leave.



**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.

Wastewater/Laborer

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.