

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

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

DATE WRITTEN: January 1997

STATUS: Full-time

DATE REVISED: March 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 Distribution Laborer for the Water Department, responsible for installing, maintaining and repairing water mains and service lines.

DUTIES:

Discusses daily work schedule and assignments with Foreman/Superintendent and writes work orders. Coordinates/works on site with contractors and other utilities as needed. Documents work performed on prescribed forms as required, including site location, hours worked and materials/parts used.

Operates various vehicles, equipment, hand and power tools in installing, repairing and maintaining City water distribution system, such as various wrenches, screw drivers, drills, jack hammer, shovels, pumps, street and hack saws, rasps, backhoe, air compressor, Uni-loader, pickup and dump trucks. Returns streets, private property and other adjacent areas to original condition as needed.

Responds to public complaints/inquiries as assigned, including making on-site visits, inspecting talking to property owners, locating leaks, determining and explaining whether City or owner responsibilities in repairing.

Performs various maintenance functions on small motors, pumps and equipment at distribution facilities, including observing gauges, listening for smooth operation, greasing parts, changing chlorine tanks and adding carbon.

Assists in maintaining Department vehicles, such as washing/cleaning, regularly checking for proper fluid levels and mechanical operation, performing tune-ups, lubricating, adding/changing oil, changing tires, replacing belts and motors.

Locates water lines for utilities and private contractors as requested.

Assists in monitoring and maintaining inventory of parts/supplies, ordering items as needed. Periodically drives out of town to pick up parts for emergencies as needed.

Periodically flags traffic at work sites as needed.

Periodically assists other departments as needed, such as mowing and trimming grounds, changing light bulbs, painting, and washing windows.

Serves on 24-hour call for emergencies on rotation schedule.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED. Possession of or ability to obtain and maintain IDEM License of DSL or equivalent within 3 years of hire.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic plumbing repairs and properly operate and maintain a variety of hand and power tools, vehicles and heavy equipment, including various wrenches, screw drivers, drills, pumps, rasps, shovels, jack hammer, air compressors, street and hack saws, back hoe, uni-loader, pickup and dump trucks.

Ability to physically perform assigned duties, including hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/ pulling objects, reaching, bending, crawling, crouching/kneeling, 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 read and interpret City maps and locate water distribution lines. Ability to read and observe instruments, gauges and dials.

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

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

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

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

Possession of a valid Indiana driver's license and a demonstrated safe driving record; Commercial Driver's License (CDL) preferred.

II. RESPONSIBILITY:

Incumbent establishes daily work assignments with supervisor based on service needs of the public. Incumbent works according to standard operating procedures and safety requirements, referring unusual or unprecedented situations to supervisor. 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, utility personnel, vendors, contractors, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to 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 outdoors and operating vehicles and heavy equipment, involving work on ladders and in confined areas, and exposure to traffic, noise, grease, dirt, dust, vehicle fumes, chemicals, extreme temperatures, inclement weather, bank cave-ins, electrical and other utility service lines. 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, but not overnight. Incumbent serves on 24-hour call for emergencies on a rotation schedule.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Distribution Laborer in the Water 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