



JOB DESCRIPTION

UPDATED DECEMBER 2011

Job Title:	Laborer
Department:	Wastewater Department
Location:	225 Mardale Drive
Reports to:	Assistant Wastewater Superintendent

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Contractor	Hours: 40 hr week / M - F <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Overtime required: Yes
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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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee serves as a Laborer for the Wastewater Department, responsible for maintaining maintenance of the Wastewater Treatment Plant and Sewer Collection System.

GENERAL DESCRIPTION/RESPONSIBILITIES

Assist in the daily operations of the Wastewater Department including but not limited to:

Assist with all aspects of the department activities such as municipal lift stations, maintain sewage and stormwater collection system, operation of specialized equipment such as sewer televising system and jet/vac truck, building and ground repair and maintenance, and wastewater treatment plant equipment repair and maintenance.

Assist with ensuring wastewater system operations comply with related state laws, Town ordinances, and federal standards and regulations.

Responsible for investigations, audits, surveillance, monitoring, inspections, sampling, analyses, research, training, outreach, recognition, permits, enforcement, and other pretreatment activities and programs including ensuring industrial compliance.

Assist, as needed, with the maintenance of and repair of catch basins, manholes, combination lines, sanitary lines, and storm collection.

Assist with biosolid disposal such as loading trucks and hauling off-site.

Assist, as required, with updating sanitary sewer and storm maps.

Assist, as required, with completing final inspections of sanitary sewer and storm sewer utilities.

Ability to operate large trucks and heavy equipment.

Assist with, as required, the general maintenance of all Wastewater Department buildings.

Thorough knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of Wastewater Department.

Ability to coordinate and effectively communicate orally and in writing with Superintendents, Assistant Superintendents, Field Supervisor, co-workers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.



Attend all meetings and trainings as required.

Assist, as needed, with responding to inquiries and complaints regarding wastewater and related areas, and initiating action to resolve valid complaints/requests.

Maintain strict confidentiality regarding Town issues.

Work requires occasional moderate to heavy lifting with occasional standing, bending and carrying. Subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts. At times required to work under inclement weather conditions as vehicles are operated under all weather conditions, sometimes for extended periods of time.

Serve on 24-hour on-call for emergencies; and monitor activity related to treatment plant alarms, lift station alarms, utility related emergency, citizen notifications of utility failures, and spill incidents.

All other duties as assigned by Assistant Superintendent or his/her representative. This position will be subject to the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

JOB REQUIREMENTS

High School diploma or equivalent.

Must have a minimum of 2 years of electrical experience.

Must have a minimum of 2 years of customer service experience.

Must have general computer knowledge with experience in Microsoft Word, Outlook, Access, GIS and Excel.

Must have a safe work record with good ethics and dependable attendance record.

Must have and maintain a verifiable Indiana Class B Commercial Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

Must be able to lift 50-75 pounds with the use of Personal Safety Equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By:

Date Hired :