



JOB DESCRIPTION

UPDATED MARCH 2016

Job Title:	Laborer
Department:	Water Department
Location:	220 Mardale Drive
Reports to:	Water 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 Water Department, responsible for the maintenance of the Water Treatment Plant, Distribution System, and related facilities.

GENERAL DESCRIPTION/RESPONSIBILITIES

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

Assist with all aspects of the department to ensure safe drinking water, water production, treatment, storage, and distribution.

Assist with, as required, ensuring compliance to meet or exceed EPA, Safe Drinking Water Act, and other rules and regulations of water quantity and quality requirements, minimum water capacity requirements, minimum acceptable water operating practices, water storage, and treatment requirements.

Assist with implementing and enforcing backflow program, as well as responding to requests and inquiries related to installation and testing of backflow preventers.

Assist with, as required, water meter reading activities.

Assist with, as needed, public education on managing the use of surface water and ground water resources.

Assist with, as required, the testing and analyzing of daily water quality samples.

Assist with, as required, the residential water connects and disconnects.

Participate, as required, in public outreach efforts including plant tours for school groups, civic groups, government agencies, scout groups, and others as requested.

Ability to operate large trucks and heavy equipment.

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

Assist with completion of MS4 for IDEM and EPA stormwater required tasks such as municipal housekeeping program.

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 department vehicles, equipment, and tools.



Ability to coordinate and effectively communicate orally and in writing with Water Superintendent, 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.

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

Attend all meetings and trainings as required.

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 monitoring activity with utility related emergencies, citizen notifications of utility failures, and spill incidents.

All other duties as assigned by the Water 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' customer service experience.

Must have general computer knowledge in Microsoft Word, Outlook, and Excel.

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

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 :