

Sunman Utilities
Civil Town of Sunman, Indiana

Job Title:	Utility Worker 1	Reports To:	Superintendent/Town Council
Department/Group:	Utility Department	Hours per Week:	40
Location:	604 North Meridian Street	Travel Required:	Limited
Level/Salary Range:	17.00 – 18.50	Position Type:	Hourly
HR Contact:	Cheryl Taylor	Date posted:	February 1, 2022
Benefits:	As permitted by law	Posting Expires:	February 18, 2022
Applications Accepted By: Clerk's Office			
FAX OR E-MAIL: Fax: 812-623-3545 Email: clerk@townofsunman.org Attention: Utility Position		MAIL: Town of Sunman 604 North Meridian Street Sunman, IN 47041	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> Municipal utility workers are primarily responsible for maintaining town properties and utilities. The utilities worker performs a broad range of repair and installation tasks that are essential to the upkeep of all public utilities within the town. The utilities worker is primarily responsible for maintaining town properties and utilities so they are clean, safe, and suitable for use by the general public. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Mechanical aptitude and inclination Ability to work in an efficient manner with minimal supervision A conscientious attitude in serving the public Able to acquire any certification requirements as needed and pass any certification tests 			
Education and Experience:			
<ul style="list-style-type: none"> High school education, or GED Valid Indiana State driver's license, with a safe driving record Experience in the use of a variety of heavy-duty vehicles, power tools, and welding equipment Required to obtain a valid state water certification, wastewater certification, and distribution certification 			
Physical Requirements:			
The Utilities Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including: <ul style="list-style-type: none"> Ability to stand or walk for long periods of time Traverse rough terrain Work in or over water Work at heights or on scaffolding Lift or carry up to 65 pounds. 			
Job requirements include a need to climb, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.			
Reviewed By:	Town Council	Date:	February 1, 2022
Last Updated By:	Cheryl Taylor	Date/Time:	February 1, 2022

Sunman Utilities
Civil Town of Sunman, Indiana

Job Title: Town Utility Laborer 1 **Department:** Utility
Reports to: Town Council/Utility Superintendent

Compensation:

- Hourly position
- Paid Vacation, Personal Time Off, and Holidays
- Health Dental, and Life Insurance – Town pays 100% of employee and 80% of Family Coverage
- Clothing Allowance
- Town contributes 6% of base salary to Retirement monthly

Job Summary:

Municipal utility workers are primarily responsible for maintaining town properties and utilities. The utilities worker performs a broad range of repair and installation tasks that are essential to the upkeep of all public utilities within the town. The utilities worker is primarily responsible for maintaining town properties and utilities so they are clean, safe, and suitable for use by the general public.

Supervisory Responsibilities:

Town Utility Laborers

Duties/Responsibilities:

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Installs, maintains and repairs a variety of public utility fixtures, such as sewers, storm drains, and the town water supply system
- Ensures that town streets, parks and utilities are kept in satisfactory condition for safe use by the public
- Conducts meter readings for the purpose of generating monthly billing statements
- Performs tasks directed at maintaining town property in an attractive condition, (i.e., mowing the lawn, patching holes, ornamental weed control)
- Performs tasks directed at maintaining town property in a safe condition, (i.e., repair of streets, grading gravel roads, repairing traffic signs)
- Maintains departmental equipment as needed
- Maintains town hall grounds for suitable attractiveness
- Performs daily testing and sample collections.

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- Changing, recording, reading, and understanding charts.
- Preventative, routine maintenance and cleaning of tanks, pumps, facilities, and all town equipment.
- Snow removal, leaf pick up, maintenance of streets.
- Mowing and grounds upkeep for all Town properties.
- Locating utilities and assisting other utility companies.
- All other duties assigned by the Utility Superintendent or Town Council.

Required Skills/Abilities:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Mechanical aptitude and inclination
- Ability to work in an efficient manner with minimal supervision
- A conscientious attitude in serving the public
- Able to acquire any certification requirements as needed and pass any certification tests

Education and Experience:

- High school education, or GED
- Valid Indiana State driver's license, with a safe driving record
- Experience in the use of a variety of heavy-duty vehicles, power tools, and welding equipment
- Required to obtain a valid state water certification, wastewater certification, and distribution certification

Physical Requirements:

The Utilities Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on scaffolding
- Lift or carry up to 65 pounds.

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