

**Job Title:** Laborer - Part-time  
**Department:** Utility  
**Reports to:** Operations Manager / Compliance Liaison



### **Compensation:**

- Hourly position
- 32 Hours per week
- 48 Weeks per year (4 weeks off, unpaid)
- Clothing allowance to be determined by the Council
- Hourly rate to be determined by Council

### **Job Summary:**

Municipal utility workers are primarily responsible for maintaining town properties and utilities. The utility worker performs a broad range of repair and installation tasks that are essential to the upkeep of all public utilities within the town. The utility 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:**

TBD - May be placed in charge in the absence of the Utility Supervisor.

### **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 to generate 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.
- 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 performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks, and buildings; weeding, thinning, and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment.
- 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 efficiently 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
- May, at the town's request, be 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
- 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 can audibly identify the presence of a danger or hazard.