

**POSITION DESCRIPTION
CITY OF MARTINSVILLE, INDIANA**

POSITION: Laborer
DEPARTMENT: Utility
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: May 2013
DATE REVISED: October 2023

STATUS: Full Time
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 Martinsville 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 Laborer for the City of Martinsville Utility Department, responsible for installing, maintaining and repairing City underground water distribution and sewer collection systems.

DUTIES:

Installs and/or repairs new and existing mains and service lines, ensuring that appropriate safety precautions are followed. Locates and marks geographical boundaries for installation of water lines for other utilities and contractors.

Returns streets, private property, and other adjacent areas to original condition upon completion of water construction projects.

Installs, services and/or repairs pumps at various pump stations located throughout the City.

Cleans, repairs, and maintains sanitary and storm sewers, driving Sanivac truck, removing sand, branches, and/or dirt.

Enters and repairs manholes, and periodically performs preventative maintenance on storm and sanitary sewer lines, manholes, inlets, and catch basins.

Repairs and/or replaces water meters, installs and turns on water meters at new construction sites, and removes water meters for non-payment of consumption fees as directed.

Operates various vehicles, equipment, hand and power tools in installing, repairing and maintaining City water and sanitary systems, such as wrenches, hammers, screwdrivers, air nozzle, air compressor, driver, ratchet, files, mop, broom, drills, shovels, power saws, gauges, drill press, delivery truck, Sanivac truck and dump trucks.

Serves on-call on a rotation basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including passage of a medical exam and a drug test.

Knowledge of and ability to make practical application of water maintenance operations and applicable safety policies and procedures and applicable OSHA safety policies and procedures.

Ability to properly operate and maintain a variety of hand and power tools, vehicles and heavy equipment, including wrenches, hammers, screwdrivers, air nozzle, air compressor, driver, ratchet, files, mop, broom, drills, shovels, power saws, gauges, drill press, delivery truck, Sanivac truck and dump trucks.

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 disgruntled/irate persons.

Ability to read and interpret City maps to locate water distribution lines, and read and understand work orders, instruments, gauges and dials.

Ability to understand, memorize, retain, and carry out oral and written instructions.

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for extended periods, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout work assignments.

Ability to count/make basic arithmetic additions and subtractions.

Ability to regularly work extended hours, occasionally work evenings and/or weekends, and regularly respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a Commercial Driver's License (CDL) with required endorsements, a demonstrated safe driving record, and ability to be insurable to drive assigned vehicles under the City's insurance policy.

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 work are prevented through standard safety procedures and procedural safeguards. Care and skill are required to protect equipment, vehicles, and tools.

Incumbent reports directly to City Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties involve driving, sitting and walking at will, standing/walking for long periods, hearing sounds, close/far vision, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, shoveling, reaching, crouching/kneeling, bending, depth/color perception, and handling/grasping/fingering objects. Duties may involve continuous physical exertion, but strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection with such duties as pulling pump hoses and shoveling gravel.

IV. WORKING CONDITIONS:

Incumbent performs duties outdoors and operating vehicles/heavy equipment, involving working in confined areas, and exposure to traffic, noise, grease, dirt, dust, vehicle fumes, chemicals, heights, extreme temperatures, inclement weather, wet/icy surroundings, and uneven terrain. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent regularly works extended hours and occasionally works evenings and/or weekends. Incumbent serves on 24-hour call for emergencies on a rotation schedule.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Laborer in the Utility 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

The City of Martinsville is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.