

**POSITION DESCRIPTION
CITY OF MARTINSVILLE, INDIANA**

POSITION: Laborer
DEPARTMENT: Sewer – wastewater treatment plant
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
LOCATION: 995 Rogers Rd and other locations within the City of
Martinsville
JOB CATEGORY: LTC (Labor, Trades, Crafts), Non-supervisory

DATE WRITTEN: May 2013

STATUS: Full Time, Regular

DATE REVISED: September 2025

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 for the position. In accordance with applicable law, 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 impose an undue hardship.

Incumbent serves as Laborer for the City of Martinsville Sewer Department – wastewater treatment plant and is responsible for assigned tasks relating to daily operation, maintenance, and repair of the wastewater treatment plant, grounds, lift stations, and storm sewers.

DUTIES:

Check all lift stations and drains, clean, repair and/or replace tanks and pumps as needed.

Cleans, repairs, and maintains storm sewers.

Assists in troubleshooting electrical, mechanical, and hydraulic problems at plant and lift stations.

Maintains plant and lift station grounds, including picking up trash, painting, mowing, removing weeds, leaves, debris, and clearing snow and ice in winter months.

Cleans office, lab, and all buildings at plant and lift stations.

Operates various equipment/machinery/tools in performance of duties, including, but not limited to, hammer, screwdrivers, wrenches, drills, ratchet, wire brushes, shovel, rake, mop, broom, belt filter press, backhoe, overhead winch, pumps, control panels at lift stations, mower, and weed eater.

Occasionally serves on-call on a rotation basis.

Performs related duties as assigned.

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position, and responsibilities and duties may change without notice.

I. SKILLS, KNOWLEDGE, AND REQUIREMENTS:

High school diploma or HSE.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including verification of eligibility to work in the United States and passage of a medical exam and a drug test.

Knowledge of and ability to make practical application of IDEM, EPA, sanitary sewer, combined sewer, and storm sewer regulations and applicable safety policies and procedures and applicable OSHA safety policies and procedures.

Ability to properly operate various equipment/machinery/tools in performance of duties, including, but not limited to, hammer, screwdrivers, wrenches, drills, ratchet, wire brushes, shovel, rake, mop, broom, belt filter press, backhoe, overhead winch, pumps, control panels at lift stations, mower, and weed eater.

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 City policy and state or other applicable 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 sanitary 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 adhering to City policies and applicable law with respect 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 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 the working foreman of the wastewater treatment plant.

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 shoveling sand and sludge and clearing snow and ice from walkways.

IV. WORKING CONDITIONS:

Incumbent performs duties in a wastewater treatment plant and outdoors, involving exposure to toxic chemicals, odors, fumes, bacteria, diseases, heights, heavy machinery, excessive noise, moving parts, working in confined areas, extreme temperatures, wet/icy surroundings and adverse weather conditions. Safety precautions and universal health 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 Sewer Department – wastewater treatment plant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that employment with the City is at will and that this Position Description 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.

Are you able to perform the essential functions of this position, with or without reasonable accommodation?

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.