

Position Description Town of Whiteland

Position title:	Wastewater Laborer	Job Classification	Non-Exempt
Department:	Wastewater	Position Type	Full Time
Work schedule:	Monday – Friday, 7am-4pm		
Salary Range		Supervisor	Wastewater Superintendent and/or Town Manager
Job Purpose	The Wastewater Laborer performs essential entry-level support duties to assist the Town in the operation, maintenance, and upkeep of the Town of Whiteland’s wastewater treatment facilities. This position supports the Town by performing routine labor, maintenance assistance, groundskeeping, and facility support tasks in accordance with Indiana Department of Environmental Management (IDEM) regulations and Town policies. This position does not serve as the Operator in Responsible Charge.		

Essential Duties and Responsibilities

Plant Operations Support

- Assist with routine wastewater treatment plant operations and monitoring activities
- Observe and report equipment or process issues to supervisory or certified personnel
- Maintain operation of influent pump stations, wet wells, headworks, oxidation ditches, clarifiers, digesters, sludge handling equipment, presses, and lift stations under supervision
- Support SCADA monitoring activities as directed

Maintenance and Repair Assistance

- Perform routine preventive maintenance tasks such as cleaning, lubrication, painting, and basic repairs
- Perform troubleshooting and repair of mechanical and facility equipment under the direction of certified staff
- Assist with installation and replacement of wastewater-related equipment
- Maintain tools, equipment, and work areas in safe and orderly condition
- Document maintenance activities and work performed

Laboratory and Compliance Support

- Perform wastewater sampling and basic laboratory testing, under direction of Superintendent
- Transport samples, clean laboratory equipment, maintain clean facilities and restock lab supplies
- Assist certified personnel with recordkeeping, logs, and documentation required for IDEM compliance
- Assist in maintaining and updating Safety Data Sheets (SDS) and chemical inventory records

Inventory, Safety, and Facility Upkeep

- Assist with inventory control of wastewater treatment chemicals, supplies, tools, and spare parts
- Maintain cleanliness and safety of wastewater facilities, laboratories, buildings, and equipment

- Perform facility and grounds maintenance, including mowing, trimming, landscaping, weed control, power washing, and snow removal as required
- Follow all safety procedures including confined space protocols, lockout/tagout, and proper use of personal protective equipment (PPE)

Collaboration and Coverage

- Assist other Town staff during maintenance projects, emergency responses, and operational activities
 - Serve as backup support for routine utility and town functions during staff absences
 - Respond to wastewater-related service calls as directed and report findings to supervisory staff
 - Perform other related duties as assigned by the Wastewater Superintendent, or Town Manager
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Minimum Qualifications

- High school diploma or equivalent preferred
 - Ability to perform physical labor in outdoor and industrial environments
 - Basic mechanical aptitude and willingness to learn wastewater treatment processes
 - Ability to follow written and verbal instructions
 - Valid Indiana driver's license or ability to obtain one
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Indiana Wastewater Certification Statement

- **Wastewater Operator Certification is not required for this position**
 - This position supports certified operators and does not perform duties requiring certification
 - Employees are encouraged to pursue Indiana Wastewater Operator Certification for career advancement
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Standards of Conduct

- Comply with the Town of Whiteland Employee Handbook and Code of Conduct
 - Maintain confidentiality and professional conduct at all times
 - Adhere to all Town, IDEM, and OSHA safety and operational policies
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Working Conditions and Environment

This position requires frequent outdoor work in all weather conditions and may involve exposure to:

- Moving mechanical equipment
- Wet and humid environments
- Confined spaces and elevated work areas
- Fumes, airborne particles, vibration, and high noise levels
- Electrical hazards

- Toxic or caustic chemicals and biological hazards

Use of personal protective equipment and adherence to safety procedures is required.

Terms of Employment

Employment is subject to the policies, procedures, and guidelines outlined in the Town of Whiteland Employee Handbook and all applicable municipal, state, and federal regulations.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The Town of Whiteland is an “at will” employer and has the right to terminate the employment relationship at any time.	
	Employee Signature:
	Date:
Approved By:	