



Town of Long Beach, Indiana
POSITION DESCRIPTION

TITLE: Street Department Laborer

FLSA CLASSIFICATION: Non-Exempt

JOB CLASSIFICATION: Regular full-time

REPORTS TO: Street Department Superintendent

EFFECTIVE DATE: January 1, 2021

SUMMARY/OBJECTIVE:

The Street Department Laborer performs a full array of unskilled to semi-skilled manual labor activities as needed and/or required by the Town of Long Beach Street Department to maintain the town's buildings and infrastructure.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform numerous construction and maintenance manual labor tasks for the Street Department including but not limited to:
 - All tasks related to the removal, replacement, or placement of infrastructure (i.e., various types of pipe or conduit, manholes, curb and gutter, concrete, asphalt, etc.).
 - Load, unload, and secure materials and equipment from trucks using several methods, i.e., by hand, or by using various loading equipment.
 - Drive sheathing, break and remove concrete, etc.
 - Make routine inspections, minor and major repairs and perform cleaning activities in sanitary and storm infrastructure including but not limited to pipes, tunnels, manholes and grit chambers.
 - Assist with the maintenance of streets and alleys; may shovel and remove dirt and snow, mow grass and trim brush.
 - Snow plowing route assignments.
 - Assist with the installation and maintenance of traffic signs and posts.
 - Paint street markings.
 - Set up barricades for parades, detours, and maintenance operations.
 - Repair and maintain guardrails.
- Perform excavation, placement and replacement of infrastructure and materials at or below grade (i.e., utility trenches).
- Measure, calculate, and record quantities of materials used and/or work performed.
- Prepare and apply mixes such as sand, cement, sealant, and de-icing chemicals.

- May assist with traffic control on Street and Water Department projects to ensure productivity and safety. May be required to flag traffic at, around and/or through a fixed or mobile work zone.
- Responsible for the safe driving and operation of trucks and construction equipment including: Skid-steer loaders, pup-rollers, toilers, trucks, snowplows, sweepers, jet trucks, vacuum trucks and other equipment, as assigned
- Perform daily inspection and maintenance checks on vehicle(s) and machinery/equipment used; and record and file daily records of vehicle condition and/or mechanical problems.
- Perform and make daily routine inspection and adjustments/minor service work on equipment/machinery utilized, including the attachment connection to the equipment, such as cleaning, washing, greasing, and lubricating.
- Participate in safety meetings, right-to-know training, and tool-box meetings; participate in workplace accident and injury reduction programs, and other OSHA mandated training.
- Assist with Town of Long Beach Water Department projects as needed.

SKILLS AND ABILITIES:

- Follow detailed instructions
- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

SUPERVISORY REPONSIBILITIES:

There are no supervisory responsibilities for this position.

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- High School Graduate or GED
- Must be 18 years of age
- Must have an Indiana Commercial Driver's license or ability to obtain within 6 months.
- Must have a valid state Drivers license
- Some previous experience in maintenance or repair of water lines, general construction or facilities maintenance is preferred.

TOOLS AND EQUIPMENT USED:

- Skid-steer loaders
- pup-rollers
- toilers

- trucks
- snowplows
- sweepers
- jet trucks
- vacuum trucks
- jack hammer
- concrete saw
- winches
- pumps
- hoists
- other mechanical equipment
- carpenter tools
- work gloves
- safety goggles
- Personal Protective Equipment

WORK SCHEDULE:

- Monday – Friday 7:30 am to 4:30 pm
- Must be able to respond to emergencies and snow plowing 24/7

PHYSICAL REQUIREMENTS:

- standing,
- walking,
- stooping,
- kneeling,
- reach,
- seeing,
- dexterity,
- climbing
- pushing and lifting of heavy objects weighing up to 100 pounds

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands.

WORK ENVIRONMENT:

- Exposure to all kinds & types of weather conditions
- Exposure to dirt, dust, odors, chemicals, vermin, insects, garbage
- Exposure high noise levels
- Exposure heavy traffic
- Frequent standing and walking for long periods of time on rough, uneven surfaces
- Working in confined spaces
- Climbing in and out of manholes and/or vehicles
- Work on ladders, stairs and platforms

TRAVEL REQUIRED OUTSIDE OF LONG BEACH:

Not required

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.