



Town of Long Beach, Indiana
POSITION DESCRIPTION

TITLE: Water Department Laborer

FLSA CLASSIFICATION: Non-Exempt

JOB CLASSIFICATION: Regular full-time

REPORTS TO: Water Department Superintendent

EFFECTIVE DATE: January 1, 2021

SUMMARY/OBJECTIVE:

The Water 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 Water Department to maintain operations.

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.

- Participates in locating, installing, adjusting, and repairing new and existing water service connections, meter boxes, valves, curb boxes, water mains and fire hydrants.
- Participates in installing, repairing, and maintaining pumps, valves and motors in pumping and treatment plant related facilities.
- Responds to emergency service calls during and after working hours, tagging customer's residences, and providing temporary water and other aid, as necessary.
- Assists with the flushing of the water distribution and transmission system on at least an annual basis.
- 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.
- Operates heavy power tools, such as jack hammer, concrete saw, and other tools as needed.
- Responsible for the safe driving and operation of trucks and construction equipment including: Skid-steer loaders, pup-rollers, toilers, trucks, snowplows, sweepers, jet trucks, vac trucks and other equipment, as assigned.
- Performs 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.
- Performs daily routine inspections and adjustments/minor service work on equipment/machinery utilized, including the attachment connection to the equipment, such as cleaning, washing, greasing, and lubricating.
- Participates in safety meetings, right-to-know training, and toolbox meetings.

- Participates in workplace accident and injury reduction programs, and other OSHA mandated training.
- monthly water samples from Indiana system

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
- carpenter tools
- personal protective equipment

WORK SCHEDULE:

- 40 hours per week

PHYSICAL REQUIREMENTS:

- standing,

- walking,
- stooping,
- kneeling,
- reach, seeing,
- dexterity,
- pushing and lifting of heavy objects.

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

WORK ENVIRONMENT:

- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- During day and night shifts
- Occasionally in highly precarious places
- Occasionally exposed to wet and/or humid conditions
- Occasionally exposed to fumes or airborne particles
- Occasionally exposed to toxic or caustic chemicals
- Occasionally risk of electrical shock and vibration
- Occasionally in other hazardous conditions
- Occasionally in confined spaces
- The noise level is usually quiet in office settings and loud at construction sites

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.