

**Town Of Bargersville
Laborer
Job Description**

Job Title: Laborer
Department: Water Distribution
Reports To: Water Distribution Supervisor
FLSA Status: Non-exempt
Prepared By: Utilities Administrator
Prepared Date: January 2nd, 2019
Approved By: Utilities Administrator
Approved Date: January 2nd, 2019

SUMMARY

As a laborer of the water department, this representative must have the knowledge, skills and abilities to operate various pieces of equipment for the job duties listed below.

ESSENTIAL DUTIES, RESPONSIBILITIES and QUALIFICATIONS include the following:

- Possess a Class A CDL driver's license for the State of Indiana.
- Install and repair water meters, identify and repair water mains, flush and repair hydrants, assist with backflow prevention, complete line locates, maintenance, repairs, cleaning and yard restoration.
- Be available to report for work for after hour emergencies and be included on the on-call rotation at a minimum of one (1) week a month.
- Perform manual labor using various tools and heavy machinery.
- Drive, transport and operate heavy machinery such as a backhoe, vector truck and dump truck.
- Periodically performs various preventative maintenance functions, including cleaning equipment and shop area, checking fluids on equipment, ensuring proper fluid levels, greasing equipment and recording in logs as required. Maintains cleanliness of shop and grounds is required.
- Occasionally assists with flagging/ traffic control as needed.
- Assist other utility departments as required.
- Other duties and responsibilities the Utilities Administrator or Town Council designate from time to time.

SUPERVISORY RESPONSIBILITIES

No Supervisory Responsibilities at this time.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required.

LANGUAGE SKILLS

Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables of standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity	Check if Applicable	% of Time Spent Doing	Working Conditions	Check if Applicable	% of Time Spent Doing
Standing	X	66%	Automated equipment, machinery		
Walking	X	66%	Moving mechanical parts	X	100%
Sitting	X	33%	High, precarious places		
Using hands & fingers	X	100%	Fumes or airborne materials		
Reaching with hands & arms	X	100%	Toxic or caustic chemicals		
Climb or balance	X	100%	Outdoor weather conditions	X	100%
Stoop, kneel, crouch, crawl	X	100%	Extreme Cold (non-weather)	X	100%
Able to get in and out of vehicles multiple times a days			Extreme Heat (non-weather)	X	100%
Talk or hear	X	33%	Risk of electrical shock	X	33%
Taste or smell	X	33%	Work with explosives		
Lifting up to 10 lbs.	X	66%	Risk of radiation		
Lifting up to 50 lbs	X	66%	Vibration		
Lifting more than 100 lbs	X	66%	Very quiet conditions		
Close vision	X		Quiet conditions		
Distance vision	X		Moderate noise		
Color vision	X		Loud noise	X	
Peripheral vision			Very loud noise		
Depth perception					

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Utilities Administrator Signature: _____

Date: _____