

**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Laborer
DEPARTMENT: Sewer Maintenance
WORK SCHEDULE: 7:00 a.m. – 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: May 2010
DATE REVISED:

STATUS: Full-time
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. The City of Muncie Sanitary District 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 cause an undue hardship.

Incumbent serves as Laborer for the Muncie Sanitary District Sewer Maintenance Department, responsible for performing sewer maintenance labor, cleaning, and janitorial related functions.

DUTIES:

Performs janitorial and maintenance duties of assigned areas, including operating related cleaning, lawn, and janitorial equipment.

Periodically performs preventative maintenance on related tools and equipment used by the Department, including properly storing and maintaining equipment and tools integrity.

Cleans restrooms and break room areas, including emptying trash containers as needed in designated areas, and cleaning areas for mechanic's garage and/or various garage areas.

Mows and trims grounds as needed, including shoveling and assisting with snow removal during winter months.

Operates various hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, air compressor and nozzle, ratchet, mop, and broom.

Operates various machinery and/or equipment in performance of duties, including, but not limited to, fork lift, manlift, belt sander, pressure washer, grinder, drill press, and lawn equipment.

May perform data entry for sewer complaint calls, maintenance reports sheets, and/or mechanic's work order sheets. Assists with welding duties as needed.

Serves on call and responds to emergencies on 24-hour basis from off-duty status.

Sewer Maint/laborer

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 year of age.

Knowledge of lawn maintenance equipment and related manuals, and proper mixing of chemicals and cleaning supplies, and ability to assists with welding duties as needed.

Knowledge of standard English grammar, spelling and punctuation, and ability to comprehend and enter data appropriately.

Ability to comply with all employer and Department 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 state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and skills.

Ability to properly operate various hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, air compressor and nozzle, ratchet, mop, and broom.

Ability to properly operate various machinery and/or equipment in performance of duties, including, but not limited to, fork lift, manlift, belt sander, pressure washer, grinder, drill press, and lawn equipment.

Ability to physically perform assigned duties, involving driving, sitting/walking at will, standing/walking for long periods, working in high places and confined areas, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, and handling/grasping/fingering objects..

Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and skills.

Ability to utilize computerized programs and related software as required.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to occasionally work extended hours, weekends and/or evenings.

Ability to serve on call and respond to emergencies on 24-hour basis from off-duty status.

II. RESPONSIBILITY:

Incumbent performs janitorial and custodial duties according to a flexible, customary routine. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Care and skill is required to protect equipment and tools. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Maintenance Assistant Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties often require physical exertion, involving sitting/walking at will, standing/walking for long periods, lifting/carrying object weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communication.

IV. WORKING CONDITIONS:

Incumbent performs duties in a garage/shop and/or outdoors, involving working in extreme temperatures, near chemicals, fumes, odors, dust and dirt, high places, and in confined areas. Incumbent must wear protective clothing, and safety precautions must be utilized to prevent injury to self and others. Incumbent occasionally works extended, weekend, and/or evening hours and serves on call and responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Laborer for the Sewer Maintenance describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it 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.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name