

JOB DESCRIPTION

JOB TITLE: General Laborer, 0 - 1 year

September, 2024

Department: Civil City Department O.T. Status: as needed

Reports To: Civil City Supervisor Subject to Drug Testing: yes

Positions Supervised: none

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by employees on this job. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed.

GENERAL SUMMARY

Under the direction of the Civil City Supervisor, will be assigned such duties as garbage and trash collection, recycling, woodchipping, painting, mowing grass, hand digging, concrete finishing, general construction, equipment maintenance and general cleaning duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must have ability to follow instructions and complete work assignments in a timely and efficient manner.

Must properly maintain all tools and equipment that are used for work assignments.

Must observe and adhere to all posted "work rules" and safety regulations to complete work assignments.

Prepares reports related to vehicles and construction equipment ensuring are all operating safely and are in good repair.

The employee is expected to wear safety items associated with work responsibilities.

Complete all necessary job and safety training as required.

Required to accept and perform emergency "call out" duty.

Perform all other duties as assigned.

QUALIFICATIONS

KNOWLEDGE AND ABILITIES

High school education or equivalent required. Ability to use handtools and learn to use assigned tools and take instructions for learning new job skills. Must be able to receive and transmit instructions and work in a manner that will maintain cooperation and obtain satisfactory work. A valid Indiana driver's license is required. CDL license is desirable.

PHYSICAL REQUIREMENTS

The physical activity expected is balancing, stooping, crawling, climbing, kneeling, reaching, standing, pushing, pulling, lifting, talking, and repetitive motions.

Must be physically, mentally and psychologically able to perform all of the required duties. Position requires physical strength, finger and limb dexterity and mobility.

Must be able to lift weights of up to 90 pounds.

Required to take and pass a pre-employment physical and drug examination.

WORKING CONDITIONS

The minimum working conditions require the employee to work both inside and outside, exposed to noise and adverse atmospheric and environmental conditions. Must be able to perform heavy manual tasks under adverse weather conditions.

EXPERIENCE

Entry level position

PROGRESSION SCHEDULE

General Laborer First Year
General Laborer Second Year
General Laborer Third Year
General Laborer

Employee

Date

City Manager

Date