

# **JOB DESCRIPTION**

**JOB TITLE: General Laborer, 0 - 1 year**

June 2023

Department: Civil City Department

O.T. Status: as needed

Reports To: Civil Superintendent

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**

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintain Landfill property, yardwaste area and access roads. Keep work records. Daily dispose of yardwaste material from bin to Landfill. Maintain and clean area around Rand Garage Property.

Bushog utility and drainage right of ways per map. Coordinate with Utilities Staff.

Yardwaste\garbage collection with other Civil staff. Assist Facilities Maintenance and Parks work.

Observe and adhere to all posted "work rules" and safety regulations to complete work assignments. The employee must wear safety items associated with work responsibilities.

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

- Make any necessary records or reports as required.
- Complete necessary training as required.
- Repair and replace street signs.
- Maintain street rights-of-way, mowing, painting curbs, etc.

Must properly maintain all tools and equipment that are used for work assignments. Required to accept and perform emergency "call out" duty.

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

efficient manner.  
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 with CDL B license desirable. Must have ability to follow instructions and complete work assignments in a timely and efficient manner.

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

### **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