

Town of Kirklin

Title: Part-Time Public Works General Laborer (Non-Exempt)

Job Objective:

The incumbent is responsible for performing manual labor related to the maintenance and repair of streets, sidewalks, grounds maintenance, building maintenance, brush removal, water meter reading, vehicle maintenance, and snow removal.

Primary Job Functions:

- Incumbent will be responsible for mowing with a zero-turn mower
- Incumbent is responsible for weed trimming and spraying
- Incumbent will be sweeping curbs and gutters on town streets
- Incumbent is responsible for brush removal
- Incumbent is responsible for cleaning storm drains
- Incumbent will assist with street sign placement and repair
- Incumbent will assist with tree trimming
- Incumbent is responsible for emptying trash cans in town and at the park
- Incumbent will be responsible for painting hydrants, curbs and buildings
- Incumbent will maintain and operate a single axle dump truck
- Incumbent will be using power tools
- Incumbent will be responsible for, or assisting with, accurate meter reading each month
- Incumbent will be filling in for the superintendent on weekends as needed, once trained and capable to perform the required duties confidently and accurately

Secondary Job Functions:

- Incumbent will on occasion operate a Kubota tractor with a front bucket and box blade
- Incumbent will assist on occasion with minor backhoe operation (front bucket only)
- Incumbent will be, or assisting with, flushing town fire hydrants as needed
- Incumbent will be sweeping floors as needed
- Incumbent will be assisting with water line, wastewater line, and storm drain repair, installation and tapping
- Incumbent will be, or assisting with, the delivery of fliers and door hangers, as needed
- Incumbent will be assisting with the maintenance of water, wastewater, and storm sewer lines
- Incumbent will be assisting with the patching of town streets
- Incumbent will be assisting with the maintenance at the park
- Incumbent will be assisting with the maintenance of water and wastewater facilities

Equipment Knowledge:

- Incumbent must be willing to work part-time hours, Monday through Friday, from 8:30am to 1:30pm
- Incumbent must be willing to work the occasional odd hours, including the rare occasion in the middle of the night, as needed for snow removal or emergencies
- Incumbent must be willing to work some weekends, as needed
- Incumbent must have the ability to learn and use a variety of hand tools
- Incumbent must have the ability to operate all department vehicles and equipment, as assigned

- Incumbent must have the ability to communicate effectively, both in writing and verbally, to work with their supervisor, Town officials, and the public.
- Incumbent must have the ability to assure that their work is done correctly as instructed and in a reasonable time as required
- Incumbent must have problem-solving capabilities

Educational Requirements:

- Incumbent must have a High School diploma or GED equivalent, with related work experience
- Incumbent must possess a valid Indiana driver's license
- Incumbent must be able to learn and retain any training given by the Superintendent in order to effectively do a job accurately and with confidence

Reporting Responsibility:

- Incumbent is appointed by and reports directly to the Town Superintendent

Physical Requirements:

- Incumbent must have the ability to perform manual labor
- Incumbent may, on rare occasions, be required to perform heavy lifting and crawling in places, which may be hazardous to the incumbent's health
- Incumbent may be required to lift up to 50 lbs. or more
- Incumbent must have the ability to walk, bend, stoop, crawl, crouch, kneel, pull or sit for extended periods of time

Interpersonal Skills Requirements:

- Incumbent must have the ability to display initiative while working alone or as a team – at times you will be working side-by-side with the Superintendent or other employees, as needed

- The incumbent must be able to take direction and to understand and follow both written and verbal instructions
- The incumbent must be prompt, sober, dependable, and trustworthy
- The incumbent must be courteous at all times and maintain a positive and productive relationship with all other Town of Kirklin personnel, whether it be an employee or an elected board member
- The incumbent must be courteous and professional at all times with all residents of the Town of Kirklin while providing quality service
- The incumbent must maintain a professional appearance at all times while working
- The incumbent must refrain from speaking in vulgar language while working in the public or with another employee, including, but not limited to, cussing

Work Environment:

- The minimum working conditions may require the employee to work outside without effective protection from the weather
- Incumbent may be exposed to temperatures below 32 degrees and above 100 degrees for a period of more than one hour
- Incumbent may be required to work in a confined space
- Incumbent may also be exposed to noise, hazards, oil, and atmospheric conditions in which one or more of the following can affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, and/or poor ventilation
- Incumbent is required to work in a manner that is consistent with standard OSHA practices

Safety Equipment:

- Incumbent may be required to use: hard hat, rubber gloves, ear plugs, safety glasses, gloves, harness, ropes, air monitor, and confined space entry equipment

ACKNOWLEDGEMENT

I acknowledge that the above description has been designed to indicate the general nature and level of work performed by a successful employee within this classification. I acknowledge that it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee to this job.

Furthermore, I understand and acknowledge that, should I be offered this position, I will be required to first pass a clean background check, a physical and drug test before my employment would begin.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____

Council President's Signature: _____ Date: _____