

**POSITION DESCRIPTION
TOWN OF CICERO, INDIANA**

POSITION: Labor - Class I, II, and III
DEPARTMENT: Street/Utility
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: August 1996

STATUS: Full-time

DATE REVISED: January 2001, April 2013

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 Town of Cicero 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 Labor - Class I, II, and III for the Street/Utility Department, responsible for a variety of duties involved with operating, repairing/maintaining the street, potable water, and wastewater operations and facilities according to applicable rules, regulations and laws for the Town Of Cicero.

DUTIES:

Assists with the maintenance of buildings, lines and equipment, including wells, pumps, distribution systems, mains, meters and valves; repairs water leaks, including fitting pipes with clamps or sleeves.

Performs inspection of Town sewer lines and new sewer taps, and completes related reports as required.

Reads and records water meters for billing, checking for high or low readings, and residents moving in or out.

Assists other departments as assigned, operating various vehicles and heavy equipment in performing labor, such as plowing snow, fogging mosquitoes, grading and applying gravel to alleys, mowing, painting, replacing street signs, trimming trees, removing storm damage, and controlling animals.

Performs preventive maintenance on equipment and tools and cleans equipment, shop, and other assigned areas; performs grounds-keeping duties as assigned and/or required.

Performs street maintenance duties such as sweeping streets, patching potholes, paving preparations and stripping as directed or assigned.

Ensures job sites are secured and safely barricaded for the safety of personnel and general public; uses all required safety equipment provided on job site for each task.

Responds to requests and complaints from public regarding condition and maintenance of Town roads, alleys, right-of-ways and services.

Installs and maintains sewers and manhole structures, including cleaning and performing rehabilitation work on manhole structures and/or point repairs to sewer lines and streets, as needed.

Removes stoppage in sewer lines and manhole structures.

Uses and/or observes closed circuit television equipment to inspect sewer lines, when there is no other way to observe the system.

Operates high velocity cleaning and removal equipment, and heavy equipment, such as backhoe, dump truck, loader and a variety of other equipment related to the collection system maintenance.

Ensures that job sites are secured and safely barricaded for the safety of personnel and the general public, and uses all safety equipment provided on the job sites that are required by the tasks.

Performs smoke testing, dye testing and various other tests to evaluate problems.

Performs specialized chemical, bacteriological and physical tests and analysis of wastewater and sludge samples.

Monitors and adjusts equipment, including meters, gauges and pumps; assembles and maintains records regarding laboratory operations, as required.

Provides data to personnel regarding necessary adjustments, changes or additions to various treatment processes as indicated by lab tests.

Performs routine maintenance and repair on laboratory equipment, including cleaning glassware and equipment; and assists in cleaning and maintaining work areas.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED, with experience in the field of sewer and/or water construction preferred. Possession or ability to obtain/maintain appropriate licenses/certifications required for this position within three (3) years.

Ability to meet all hiring and retention requirements of this position.

General knowledge of and ability to make practical application of applicable local, state and federal regulations and water treatment standards, such as Environmental Management, Environmental Protection Agency and Board of Health and ability to use universal health and safety precaution to avoid contamination in high-risk environments.

Working knowledge of and ability to make practical application of Town/Department policies and procedures and OSHA safety policies and procedures.

Ability to properly operate a variety of hand tools and operate a variety of machinery, including dump truck, backhoe, unloader, grader, street sweeper, snow plow, mowers, and bush hog.

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

Ability to understand and follow written and oral instructions.

Ability to accurately perform arithmetical calculations required for this position, and read instruments, gauges, and dials.

Ability to maintain accurate data and complete and submit detailed reports as required.

Ability to provide public access to or maintain confidentiality of Town/Department information/records according to state requirements.

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

Ability to occasionally work weekends and extended and/or evenings hours, occasionally traveling out of town overnight.

Ability to occasionally serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as needed.

Possession of a valid Indiana driver's license and a Commercial Driver's License (CDL) with required endorsements, a demonstrated safe driving record, and ability to be insurable to drive assigned vehicles under the Town's insurance policy.

II. RESPONSIBILITY:

Incumbent works according to a daily work schedule with assignments and objectives determined primarily by supervisor and the service needs of the public. Incumbent follows standard operating procedures, with errors primarily prevented through procedural safeguards and supervisory review. Incumbent performs duties with immediate supervision, and decisions are determined by specific instruction or existing, well established, policies and procedures.

Incumbent reports directly to Chief Operators and Director of Street/Utility Department.

III. PHYSICAL EFFORT:

Incumbent's duties involve close and far vision, hearing mechanical sounds, driving, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, climbing stairs and ladders, reaching, bending at waist, pushing/pulling objects, handling/grasping and fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs duties in a wastewater collection system, a potable water distribution system, a vehicle, outdoors and occasionally in confined areas, involving exposure to toxic chemicals, odors, fumes, bacteria, explosive gases, heavy equipment, noise and inclement weather, for which safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing as required.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Labor - I, II, and III 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 outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name