

**Town of Middlebury  
Public Works Department  
Position Description**

**POSITION:** Laborer

**FLSA:** Non-Exempt

**REPORTS TO:** Superintendent or Foreman

**EFFECTIVE:** April 8, 2021

**SUPERVISES:** N/A

**STATUS:** Full-time, hourly, Monday – Friday, 6:30 am – 3:00 pm., and as assigned evening and weekend on call duty, and may require extended or irregular hours on little notice depending on Town, department, public service, and emergency needs.

**POSITION SUMMARY**

The primary mission of Public Works Department employees is to provide the Town of Middlebury with the most efficient and effective services possible. All employees are expected to conduct themselves in a courteous and professional manner. This is an entry level position under the supervision of either the Superintendent or Foreman depending on assignment. The Laborer III works as a crew member while learning tasks that include inspection, trouble shooting, preventative maintenance or repairs on the sewer collection system, water distribution system, streets, cemetery or equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assist as crew member while learning the task at hand. Tasks may include, but are not limited to:

- Pavement and concrete removal and restoration, including crack sealing;
- Leaf pick up and snow removal (parking lots, streets and cul-de-sacs);
- Vehicle and equipment maintenance and repair;
- Yard maintenance and landscaping;
- Hydrant repair and maintenance;
- Electrical and plumbing needs;
- Grave openings and internments;
- Assist in preventive maintenance, emergency repair and replacement of street, water and sewer system appurtenances using hand tools and power equipment;
- Operate equipment needed on a given project or task which may include hand tools, pneumatic tools, trucks, trailers, loaders, excavators, and other equipment used by the department;
- Rotate as the call-in person for after hour's emergency calls, including monitoring and removal of snow and emergency repair work;
- Conduct accurate record keeping as required by the department;
- Assist in lawn mowing, leaf removal, tree trimming, general site and building maintenance;
- Assist other departments as needed and perform other duties as assigned by the Superintendent;

**EDUCATION, QUALIFICATIONS AND EXPERIENCE**

- High school diploma or equivalent required.
- Valid vehicle driver’s license required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must obtain Indiana Class B Commercial Driver’s License (CDL) within 60 calendar days after hire. Failure to successfully obtain a CDL within the 60 day time period may result in discharge from employment.
- Possess an alert mind, retentive memory, and logical thinking and problem solving and capable of understanding and following both written and oral instructions.
- Ability to remain focused in a fast paced work environment.
- Must be able to express yourself clearly and concisely in both oral and written reports.
- Must be able to establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public.
- Regular and punctual attendance.
- Must have the ability to effectively and cooperatively work with other Town departments, contractors, commercial entities and civic groups.
- Must comply with the Town of Middlebury Employee Handbook.

**PHYSICAL ACTIVITY REQUIREMENTS**

- Must be able to lift 100 pounds on a regular basis for extended periods of time.
- Must be able to perform strenuous physical labor for prolonged period of time.
- Must be able to be mobile in a variety of work environments including climbing steps, ramps, ladders, and entry into confined spaces.
- Must be able to work in a dirty, dusty, and unsanitary environment.
- Work in inclement weather including hot, cold, dry, wet or night time conditions.
- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.

**DRUG AND ALCOHOL TEST REQUIRED**

The Town of Middlebury is a Drug Free Workplace. Therefore, a post offer, pre-employment alcohol and drug screen is required. Drug and alcohol testing will be conducted after employment in accordance with DOT requirements.

**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described.

EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

PUBLIC WORKS \_\_\_\_\_  
SUPERINTENDENT

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

DATE \_\_\_\_\_