

**Town of Middlebury
Water Department
Position Description
Laborer II**

POSITION: Laborer II

FLSA: Non-Exempt

REPORTS TO: Water Superintendent

EFFECTIVE: February 6, 2017

SUPERVISES: N/A

STATUS: Full-time, hourly, Monday – Friday, 7:00 am – 3:30 pm., and as assigned evening and weekend on call duty, allowing for flexibility due to emergency situations, training commitments or other scheduled programs.

POSITION SUMMARY:

The primary mission of all Water Department employees is to provide the Town of Middlebury with the most efficient and effective services in the delivery of safe and clean water. All employees are expected to conduct themselves in a courteous and respectful manner. The Laborer II is an entry level position. The Laborer II performs semi-skilled manual labor assisting in the installation, maintenance and repair of water supply and distribution facilities and systems. The individual in the Laborer II position must have the willingness to gain understanding and knowledge of the water plant and water distribution system in order to work toward the Water Operator WT3 status.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary duties of the Laborer II are to assist in the operation and maintenance of the water treatment plant and water distribution system, and in the installation, maintenance and reading of the water metering system. The position includes, but is not limited to, the following responsibilities:

- Install, maintain and repair pipes, meter yokes, meters, meter boxes, gate valves, fire hydrants, concrete vaults and other water system components;
- Perform maintenance, housekeeping, pump repair, and related equipment upkeep;
- Perform needed tasks that involve physical labor such as tank cleaning, water meter reading, landscaping and operating power equipment such as skid loaders and lawn mowers;
- Read meters, take samples, and keep accurate logs and records;
- Assist in the water laboratory conducting sample preparation and analysis (chlorine, suspended solids, pH, ammonia, phosphorus, etc.) and equipment cleaning;
- Assist in monitoring, inspecting and maintaining the water treatment plant and water storage facilities for potential problems;
- Work overtime, respond to emergency situations, and be on 24 hour on call duty rotation;
- Assist other departments when needed for such duties as leaf pickup, etc.
- Perform other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.
- Valid Class C Indiana driver’s license required.
- Minimum of one (1) year experience in water supply maintenance and repair or equivalent preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must pass a Water Operator WT3 certification examination within the first three (3) years of employment (2 years of experience, 3rd year passing examination). Failure to successfully obtain a Water Operator WT3 certification within the three (3) year time period may result in discharge from employment.
- Basic understanding of general mathematical formulas and calculations are essential.
- Must possess the ability to differentiate colors.
- Regular and punctual attendance.
- Must be able establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public.
- 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:

- Standing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects.
- Lifting: must be able to lift objects up to 50 lbs.
- Must be able to work in cold weather and adverse conditions.

DRUG TEST REQUIRED:

The Town of Middlebury is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required.

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 _____

WATER SUPERINTENDENT _____

DATE _____

TOWN MANAGER _____

DATE _____