

**POSITION DESCRIPTION  
CITY OF WABASH, INDIANA**

<b>POSITION:</b>	<b>Laborer</b>		
<b>DEPARTMENT:</b>	<b>Street Department</b>		
<b>WORK SCHEDULE</b>	<b>7:00 a.m. to 3:00 p.m., MF summer / 8:00 a.m. to 4:00 p.m. Winter</b>		
<b>JOB CATEGORY:</b>	<b>LTC (Labor, Trades and Crafts.)</b>		
<b>DATE WRITTEN:</b>	<b>October 1992</b>	<b>STATUS:</b>	<b>Full-time</b>
<b>DATE REVISED:</b>	<b>March 2022</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Laborer for the Street Department, responsible for the maintaining streets by disposing of leaves, brush, snow, and miscellaneous items, sweeping and cleaning streets, and performing street repairs with hot asphalt.

**DUTIES:**

Operates various types of trucks and related equipment, including loaders, tractors, back hoes, street sweepers, bucket truck, and dump trucks for the maintenance and repair of streets, alleys, sidewalks, drainage system, and City owned property.

Loads, hauls, and/or disposes of leaves, brush, dead animals, debris, and unwanted household items, such as large appliances.

Sweeps streets, repairs, clears storm drains, and removes snow and ice from City streets and sidewalks, as needed.

Repairs City streets and alleys as required, including road preparation for asphalt, filling holes, applying asphalt or stone, repairing and painting curbs and streets, repairs cracked or damaged sidewalks, and installs and repairs street signs as needed.

Trims or cuts down trees and mows grass to assist in maintaining the appearance of the City.

Daily inspects trucks and equipment to be operated by incumbent that day to ensure proper fluid levels, tire pressure, and mechanical functions, and arranging for repair with Department Supervisors, as needed.

Assists with Department maintenance as needed, including painting and cleaning garage, as directed.

On 24-hour call for emergency situations.

Performs duties related to those described above and all other duties as assigned by superiors.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Regular attendance is required.

Working knowledge of and an ability to make practical application of City and Department personnel/safety policies and procedures, and ability properly to operate a variety of power tools and heavy equipment, including ability to operate chain saw, mowers, shovels, cement mixer, power saws, jack hammers, tree trimmers, and other hand and power tools as required for work assignments.

Working knowledge of assigned Department trucks, and equipment, with ability to safely load and haul materials, clear roads in winter, and complete related preventative maintenance and safety measures.

Working knowledge of masonry and painting and the ability to do some carpentry work as needed.

Ability to physically perform assigned duties, including driving, close vision, hearing, standing/walking for long periods, moderate to heavy lifting, carrying and pushing/pulling objects, reaching, bending.

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

Ability to understand and follow written and oral instructions and read and interpret instruments, gauges and dials.

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

Ability to instruct effectively and direct specially assigned, temporary workers, such as government program workers and jail inmates.

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

Possession of a valid Class "A" Commercial Driver's License with air brake and any other required endorsements and demonstrated safe driving record within 60 days of employee's date of hire.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined by supervisor and is directly responsible for the safe and effective operation of assigned vehicles and equipment, according to accepted safety guidelines. Incumbent refers to supervisor unusual or unprecedented situations, such as unusual or difficult assignments. Incumbent's work is reviewed in progress at critical phases and upon completion of specific duties to ensure proper work sequence and adherence to instructions. Errors in work are usually prevented through standard safety procedures and are detected through supervisory review. Care and skill are required in the operation of trucks and equipment to ensure personal safety and the safety of others.

**III. PERSONAL WORK RELATIONSHIP:**

Incumbent maintains frequent contact with co-workers, supervisors, the public and other departments and agencies including the Police Department, Fire Department, Wastewater and Stormwater Management Department, the public utility companies and/or other related government departments or businesses affected by particular maintenance duties of the Street department, for the purpose of exchanging information.

Incumbent reports directly to Foreman and/or Street Commissioner.

**IV. PHYSICAL EFFORT:**

Incumbent performs duties on various terrains, with exposure to frequent jarring resulting from driving over rough surfaces or operating other equipment. Walking and frequent bending will be required and lifting may involve heavy equipment, supplies, or debris on a regular basis and may be prolonged for some duties.

**V. WORK ENVIRONMENT:**

Incumbent performs the majority of duties outdoors, with exposure to severe and inclement weather, dust, grease, fumes, dirt, slippery surfaces, toxic chemicals, heavy equipment and moving parts associated with equipment operation and road repair. Incumbent is frequently exposed to the hazards associated with working in heavy traffic conditions. Safety precautions must be followed at all times to avoid injury to self and others.

**OTHER WORK REQUIREMENTS:**

Incumbent must wear or use appropriate safety devices as directed by department policy or superiors including approved work shoes at all times and safety vest whenever working in traffic.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Laborer for the City of Wabash, Street Department 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