

## Position Description Town of Whiteland

<b>Position title:</b>	General Multi-Department Laborer	<b>Job Classification</b>	Non-exempt
<b>Department:</b>	Stormwater/Street/Wastewater/Water	<b>Position Type</b>	Full Time
<b>Work schedule:</b>	Monday-Friday 8 am-4 pm		
<b>Salary Range</b>	\$20.00-30.53	<b>Supervisor</b>	Department of Public Works Coordinator and Town Manager
<b>Job Purpose</b>	<p>The employee performs a variety of skilled and un-skilled work and operates a variety of light and medium equipment in completing various public works services and projects. These duties and responsibilities vary in frequency and duration from day to day. Reassignment of duties within the job description may frequently occur depending on the demands of the job.</p> <p>This position offers a comprehensive benefits package, including health, vision, and dental insurance, participation in the Public Employees' Retirement Fund (PERF), vacation, sick and personal days, life insurance, retirement plan and short and long-term disability.</p>		

### **DUTIES AND RESPONSIBILITIES**

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Adhere to strict confidentiality and highest ethical standards.
- Participates in daily maintenance of wastewater, streets, water, stormwater and general duties assigned
- Maintain public parks, streets, and town facilities to ensure a clean and safe environment.
- Perform general maintenance tasks, including road repair, landscaping, pipe infrastructure (sewer, water, storm) repair and groundskeeping.
- Operate a variety of town-owned equipment, such as backhoes, skid loaders, snowplows, lawn mowers, and tractors.
- Perform seasonal tasks, including snow removal, salting, and sanding during winter months.
- Ability to work rapidly for long periods, prioritize several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to work nights, weekends, overtime, and odd hours including on-call rotation and/or when emergencies arise.
- Performs other duties as assigned by the DPW Coordinator and Town Manager.

### **JOB REQUIREMENTS**

- High School Diploma or equivalent
- Possession and maintenance of a valid driver's license and demonstrated safe driving record. Commercial Driver's License (CDL) required pre-employment
- 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 effectively communicate orally and in writing with co-workers, and other Town departments including being sensitive to professional ethics, gender, cultural diversities, and disabilities
- Infrastructure construction experience preferred (sewer/sanitary, storm and water pipe repair)
- Ability to meet all department hiring requirements

- Ability to plan and layout assigned work projects and work alone or with others in a team environment with minimum supervision
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form
- Ability to lift or move up to 50lbs
- Ability to work outside in all weather conditions and will be exposed to hot, cold, wet, and/or humid conditions

Terms of Employment for this position are to maintain the policies and procedures outlined in the Town of Whiteland Employee Handbook.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The Town of Whiteland is an "at will" employer and has the right to terminate the employment relationship at any time.	
	Employee Signature:
	Date:
Approved By:	