Job Description

Job Title: Public Works Laborer

Department: Public Works Department

Reporting to: Public Works Superintendent

Job Purpose: Maintains town landscapes, streets, curbs, sidewalks, water / wastewater systems; and operates and maintains a wide variety of Public Works tools and equipment.

**Position Responsibilities**

Must be familiar with basic principles of maintenance duties.

Read, comprehend, and execute written or oral instructions.

Perform routine, regularly scheduled tasks with minimal supervision.

Complete any street repairs or maintenance: Snow removal, weed control, and sweeping.

Water system maintenance and repairs: Fire hydrant checks, filter flushing, and valve exercising.

Assist with wastewater sampling and testing.

Help with any sewer system cleaning and repairs.

Maintenance at local parks: Mowing, mulching, splash pad upkeep, planting / trimming trees, weed control.

Perform light and heavy labor: leaf pick-up, pick-up limbs, minor concrete work, vehicle upkeep and maintenance.

Ability to operate Maintenance Department light / heavy equipment: Backhoe, dump truck, street sweeper, pickup trucks, shovels, etc.

May be required to fill in where necessary and work outside of normal business hours.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties and responsibilities that management may deem necessary from time to time.

**Working Conditions**

Conditions may occasionally expose staff to toxic or caustic chemicals, workplace hazards (possibility of cuts, bruises, dusts, odor, etc. and temperature variations if working outside).

Recognize hazards associated with confined spaces, water / ice-laded areas, heavy equipment, and working on or near public roadways.

**Key Working Relationships**

This position reports to the Public Works Superintendent.

Daily contact with the Public Works Superintendent as well as other Public Works Staff.

**Qualifications**

High School Diploma or equivalent and one (1) year experience.

Proper and valid driver’s license.

State certified to operate municipal water and wastewater plant (Preferred, but not required).

Must be able to perform manual labor tasks that require lifting and carrying objects that are up to 50 (occasionally 100) pounds.

**Benefits**

Health, dental, and vision insurance

Short-term / Long-term Disability

Life Insurance

Paid time off, Sick days, and Holidays

Retirement plan

Salary and Benefits are set by the Town Ordinance ($40,000 - $55,000)

Candidates may apply by submitting a completed resume with references to the Town of Wakarusa. Resumes and references can be dropped off at: 100 West Waterford Street, Wakarusa IN or emailed to Holly at Holly@TownOfWakarusa.com.

Applications will be reviewed and evaluated before requesting interviews for a limited number of applicants.