



**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Laborer
DEPARTMENT: Sewer Maintenance
WORK SCHEDULE: 7:00 a.m. - 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: June 2021
DATE REVISED:

STATUS: Seasonal
FLSA STATUS: Non-exempt

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. The City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Laborer for the Muncie Sanitary District Sewer Maintenance Department, responsible for performing sewer maintenance labor, cleaning and janitorial related functions.

DUTIES:

- Performs janitorial and maintenance of assigned areas including operating related cleaning, lawn, and janitorial equipment.
- Periodically performs preventative maintenance on related tools and equipment used by the department, including properly storing and maintaining equipment and tools integrity.
- Cleans restrooms and break room areas, including emptying trash containers as needed in designated areas, and cleaning areas for mechanics garage and or various garage areas.
- Mows and trims grounds as needed including shoveling and assisting with snow removal during winter months.
- Operates various hand and/or power tool power tools in performance of duties, including, but not limited to, hammer, forklift, belt sander, pressure washer, grinder, drill and lawn equipment.
- Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE

- High school diploma or GED.
- Must be at least 18 years of age.
- Ability to meet all Department hiring requirements, including passage of a drug test.
- Working knowledge of and ability to make practical application of Department safety policies and procedures applicable City ordinances pertaining to refuse collection.



- Working knowledge of lawn equipment and related manuals and proper mixing of chemicals and cleaning supplies, and ability to assist with welding duties as needed.
- Working knowledge of local geography and ability to read road maps.
- Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- 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 provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Ability to understand, memorize, retain, and carry out written or oral instructions.
- Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Ability to properly operate various hand and/or power tools in performance of duties, including but not limited to, hammer, screw drivers, air compressor and nozzles, ratchets, mop, and brooms.
- Ability to physically perform assigned duties, including lifting objects weighing more than 50 pounds, carrying objects, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, sitting/walking at will, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.
- Ability to respond to emergencies from off-duty status.
- Ability to work on several tasks at the same time and work rapidly for long periods of time, occasionally under time pressure.
- Ability to work alone with minimum supervision and with others in a team environment.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs janitorial and custodial duties according to a flexible, customary routine. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Care and skill is required to protect equipment and tools. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties often require moderate physical exertion, involving lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, sitting/walking at will, close/far vision, color/depth perception, hearing sounds/ communication, and handling/grasping/fingering objects.



IV. WORKING CONDITIONS:

Incumbent performs majority of duties outdoors and in sanitation truck and is frequently exposed to hazards, including heavy machinery, excessive noise, traffic, moving parts, grease, dust, dirt, vehicle fumes, extreme temperatures, wet/icy surroundings, and adverse weather conditions. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and/or equipment.

Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Laborer for the Sewer Maintenance describes the duties and responsibilities for the 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

Print or Type Name