



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

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

**DATE WRITTEN:** October 2013 **STATUS:** Full-time  
**DAVE REVISED:** September 2016 **FLSA STATUS:** Non-exempt

**DUTIES:**

Installs, repairs, and maintains sanitary and storm sewers, including inlets, manholes, and various structures as assigned, and completing and submitting work orders and maintenance reports.

Operates various machinery and/or equipment in performance of duties, including, but not limited to, jack hammer, concrete saw, stone compactor, and various hand tools.

Periodically performs preventative maintenance on storm and sanitary sewer lines, manholes, inlets and catch basins.

Occasionally repairs or replaces manholes and/or inlets and catch basin structures.

Shovel various materials, including crushed stone, sand, dirt and asphalt when necessary.

Operates computer for documenting sewer related information, including performing GIS tasks relating to sewer maintenance information, locating storm and sanitary sewer pipes, and records information into appropriate database programs.

Serves on call and responds to emergencies on 24-hour basis from off-duty status.

Perform related duties as assigned.

**SKILLS AND KNOWLEDGE:**

High school diploma or GED and training and/or experience in sewer construction and/or maintenance, or equivalent training or experience in related utility service.

Must be at least 18 years of age.

Ability to meet all the department's hiring requirements, including passage or drug test and medical exam.



Working knowledge of sewer construction techniques relating to storm and sanitary sewer systems.

Knowledge of standard practice and procedures involving sewer line maintenance and ability to follow orders and directions.

Knowledge of standard English grammar, spelling and punctuation, and ability to complete assigned work orders and maintenance reports.

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 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 properly operate various machinery and/or equipment in performance of duties, including, but not limited to, jack hammer, concrete saw, stone compactor and various hand tools.

Ability to physically perform assigned duties, involving driving, standing/walking for long periods, working in confined areas, wet/icy surroundings, near chemicals, fumes, odors, dust and dirt, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, and handling/grasping/fingering objects.

Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and skills.

Ability to utilize computerized programs and related software as required.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

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

Ability to occasionally work extending hours, weekends and/or evenings.

Ability to serve on call and respond to emergencies on a 24-hour basis from off duty status.

Possession of a valid Indiana driver's license, a demonstrated safe driving record.

Preferred valid class B CDL or the ability to obtain one.

General construction knowledge and experience preferred.

### **RESPONSIBILITY:**

Incumbent performs basic sewer installation and repairs of new and existing sanitary or storm sewers according to supervisor with work priorities primarily determined by service needs of customers.

Incumbent receives immediate supervision with assignments performed according to specific detailed instructions. Care and skill are required to protect equipment, vehicles, and tools. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Engineering/Sewer Maintenance Superintendent.

**PHYSICAL EFFORT:**

Incumbent's duties often require physical exertion, involving sitting/walking at will, standing/walking for long periods, lifting/carrying object weighing more than 50 pounds, pushing/pulling objects, and hearing sounds/communication.

**WORKING CONDITIONS:**

Incumbent performs duties outdoors, involving working in extreme temperatures, in confined areas, wet/icy surroundings, near chemicals, fumes, odors, dust and dirt.

Incumbent must wear protective clothing and may respond to situations involving potential physical harm where safety precautions must be utilized to prevent injury to self and others.

Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals.

Incumbent occasionally works extended, weekend, and/or evening hours and serves on call and responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Construction Crew Person for the Engineering/Sewer Maintenance 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

\_\_\_\_\_  
Print Name