

\$20/h. - \$24/h.

COLUMBIA CITY  
POSITION DESCRIPTION  
An Equal Opportunity Employer

POSITION TITLE: Laborer/Maintenance  
CLASS TITLE:

DEPARTMENT: Water Department  
REPORTS TO: Supervisor

EMPLOYMENT STATUS: Full Time

F.L.S.A.: Non-Exempt

JOB RESPONSIBILITIES:

Performs general maintenance of buildings, grounds, and vehicles; works on water mains, taps, service line, meters, and fire hydrants.

ESSENTIAL FUNCTIONS:

Repairs water mains, water meters, and fire hydrants; helps install water mains, service lines, meters, and fire hydrants; makes water taps and does service connections; drives to various work sites; assist in testing water for purification .

Performs lawn maintenance; trims trees and shrubs, paints; performs minor vehicle repairs; sweeps and paints building.

Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Occasionally reads meters; back washes filters; performs maintenance duties.

Performs other related duties as required.

POSITIONS SUPERVISED:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

(\*indicates developed after employment)

Knowledge of: lawn and trimming equipment; safety procedures\*; department policies and procedures\*; painting, water treatment regulations\*; vehicles, tools, equipment, and supplies used in utility, construction, maintenance, and repair; water supply, filtration, softening, and pumping principles and practices\*; water distribution systems construction, maintenance, and repair\*; water meter tools and equipment\*; water distribution principles and practices\*; traffic control set up\*.

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**Skill in:** pipefitting; plumbing; communications; tractor operation.

**Ability to:** carry out instructions; interpret a variety of instructions; deal with problems involving several variables in familiar context; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; complete routine forms; communicate effectively; recognize safety warnings; cooperate with co-workers on group projects; demonstrate physical endurance; demonstrate physical agility; perform moderate manual labor for extended periods of time in adverse conditions; and travel to and gain access to work site.

**EQUIPMENT OPERATED:**

Garden tractor; weed eaters; tree pruners; backhoe; trencher; skid loader; tap machine; hydro stop machine; truck.

**WORKING CONDITIONS:**

Works outside in all weather conditions; considerable physical effort of moderate lifting and straining.

**QUALIFICATIONS:**

Any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the work of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid driver's license.

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Date Adopted: 10/10/95  
Date Revised:

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_/\_\_\_\_\_  
Date

Developed by:  
Clemans, Nelson & Associate, Inc.  
Muncie, Indiana 47305

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Date Revised: