



## TOWN OF DANVILLE GENERAL LABORER/OPERATOR JOB DESCRIPTION

UPDATED DECEMBER 2021

<b>JOB TITLE:</b>	General Laborer DPW
<b>DEPARTMENT:</b>	Public Works
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Department Superintendent and Assistant Superintendent
<b>SALARY:</b>	\$18.54-\$24.82/hour
<b>TYPE OF POSITION:</b>	Full Time
<b>HOURS:</b>	40 hours per week (some nights and weekends as needed)
<b>OVERTIME:</b>	Yes, as needed

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### DUTIES AND RESPONSIBILITIES

#### **Works to assist all aspects of the department to ensure safety through the transportation infrastructure.**

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the department and the Town.
- Operates various motorized light equipment and hand tools.
- Operates various heavy equipment including backhoes, excavators, loaders, rollers, and farm tractors.
- Operates single and tandem axle dump trucks in standard set-up and equipped with snow removal attachments.
- Uses materials such as cold and hot mix asphalts, asphalt emulsion, crack sealing material, pavement marking paint, liquid and granular chloride materials, various fuels, and other miscellaneous chemicals to complete DPW tasks.
- Works in an outdoor setting on a regular basis, resulting in being subject to inclement weather conditions.
- Operates and is exposed to loud, and/or vibrating equipment while using provided personal protective equipment.
- Works or participates, as required, in public events including parades, concerts, and special events.
- Conducts road closures and temporary traffic control.
- Installs, maintains, removes, or replaces rigid and flexible pavements.
- Performs various other tasks assigned.

-The duties listed above are intended solely as illustrations of possible assigned tasks. The omission of specific statements of duties does not exclude them from this position if the work is similar, related, or a logical assignment of the position of General Laborer with the Town of Danville Department of Public Works.

-This position is subject to the rules, policies, and operating procedures established by the department and the Town of Danville.

## **QUALIFICATIONS AND SKILLS**

-This position is subject to the Town of Danville's Drug and Alcohol-Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

-A minimum of a high school diploma or GED equivalent.

-Valid Indiana Class B with Airbrake Endorsement (or the ability to obtain within 90 days of employment) with acceptable driving record for the past three (3) years

-One year of experience in a construction-related field, or an equivalent construction vocational course, or a combination of both.

-Must have a working telephone and be willing to be on a rotating 24-hour on-call list, with occasionally being on mandatory 24-hour on-call (primarily during winter and inclement weather events)

-Must reside within a 30-minute response time radius from 1010 E. Broadway St., Danville, IN.

-Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.

-Ability to utilize computer technology such as calculators, Word, Excel and PowerPoint.

-Must have the ability to establish a good working relationship with coworkers, supervisors, other department employees, and the public.

-Must have a safe work record with good ethics and dependable attendance record.

-Must have the ability to abide by all safety protocols and procedures established by the Town of Danville, the State of Indiana, and OSHA.

-Must have the ability to remain on task at all times, while having the ability to work with minimal supervision at times.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment. May be exposed to diverse weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name