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## JOB DESCRIPTION: MAINTENANCE OPERATIONS LABORER

### Job Summary:

The Maintenance Operations Laborer is responsible for performing a wide range of maintenance, repair, and operational duties to ensure the proper functioning of municipal infrastructure and facilities. This position supports the maintenance and repair of public utilities, roadways, parks, buildings, and other municipal assets. The role involves working both independently and as part of a team to perform general labor, emergency response, and preventative maintenance tasks across various public works operations.

### Key Responsibilities:

- Perform routine and preventative maintenance tasks on municipal infrastructure, including utilities, roads, sidewalks, curbs, public buildings, and recreational facilities.
- Conduct inspections of, maintenance on, repairs to and troubleshoot public utilities such as water, wastewater, stormwater, and gas systems.
- Conduct meter readings at the request of the Clerk-Treasurer.
- Operate a variety of maintenance tools and machinery, including backhoes, excavators, dump trucks, and other heavy equipment, to perform maintenance and repairs.
- Assist with the installation and maintenance of street signs, traffic signals, and road markings.
- Respond promptly to emergency utility failures and assist with troubleshooting, repairing, and restoring services as needed.
- Assist with digging, laying, and backfilling for utility repairs and installations.
- Perform utility locates
- Perform routine maintenance and landscaping tasks for municipal parks, green spaces, and public areas, including mowing, trimming, and planting.
- Assist in the maintenance of public sports and recreational facilities.
- Help with seasonal activities such as snow removal, leaf collection, and maintaining sidewalks.
- Participate in disaster response efforts such as storm clean-up, flood mitigation, and other emergencies as directed.

- Maintain accurate and detailed records of work performed, including repairs, inspections, and preventive maintenance tasks.
- Document and reports any safety hazards, accidents, or concerns to supervisors.
- Adhere to all municipal safety guidelines and protocols, including the use of personal protective equipment (PPE) and safe operation of equipment.
- Comply with all federal, state, and local regulations regarding environmental protection, utility maintenance, and public safety.
- Participate in safety training and keep certification up to date as required by the municipality.
- Assist other departments and municipal projects as needed.
- Maintain tools and equipment, ensuring they are in good working condition.
- Be able to work independently or as a team depending on assigned task(s).
- Perform any other duties as assigned by the Maintenance Operations Coordinator and/or Town Council.

#### **Education & Experience:**

- High School Diploma, GED, or equivalent required.
- Valid State of Indiana Driver's License, with a safe driving record.
- Experience in general labor, public works, or maintenance fields is preferred but not required.
- Basic knowledge of utility systems, including water, wastewater, stormwater, and gas systems, is desirable.
- Must be able to obtain and maintain required gas certifications within 90 days of employment.

#### **Skills & Abilities:**

- Able to provide excellent customer service.
- Ability to pay attention to detail.
- Be able to work at a fast pace and have good time management skills.
- Ability to operate a variety of heavy machinery and tools safely and effectively.
- Strong problem-solving skills and ability to troubleshoot issues related to infrastructure and utilities.
- Good communication skills and ability to work as part of a team.
- Ability to follow instructions and safety protocols with attention to detail.
- Ability to work under pressure and handle emergency situations effectively.
- Ability to lift and carry heavy objects up to 75 pounds

- Ability to perform physical tasks such as bending, kneeling, digging, and standing for extended periods.
- Ability to work in various environmental conditions, including extreme temperatures, wet, and muddy conditions.
- Ability to work in tight or confined areas.
- Ability to work at heights, on ladders, and/or scaffolding.
- Must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

**Salary & Benefits:**

- Starting pay: \$22.00/hr; commensurate with experience
- Benefits include:
  - Health, dental and vision insurance at no cost for the employee and at a reduced cost for spouse and dependents.
- Employer funded HSA
- Paid Vacation, Personal, Holiday, and Sick time off
- Public Employee Retirement

**Job Schedule:**

- Monday – Friday 8:00 AM to 4:30 PM
- Rotating on-call schedule
- Occasional overtime as needs dictate (i.e. utility emergency or snow removal)