

## **TOWN OF JAMESTOWN JOB VACANCY ANNOUNCEMENT**

**Position: Utility Laborer**

The Town of Jamestown, Indiana, seeks a qualified candidate to fill the position of Utility Laborer.

**POSITION SUMMARY:**

The Utility Laborer will perform his/her duties under the direct supervision of the Utility Superintendent. The Utility Department is responsible for the operation of the following service areas; Streets, Water, Wastewater, Storm Water and Facility and Right of Way Maintenance.

**FLSA STATUS:** Non-Exempt – Hourly

**COMPENSATION RATE:** Competitive based on education and experience.

**MINIMUM QUALIFICATIONS/EXPERIENCE:**

1. Must have a Valid Indiana Driver's license
2. Must be able to speak, write, and understand English
3. Must be able to pass a drug test
4. Must pass a background check
5. Must have a High School Degree or GED
6. Must have some computer skills and familiar with standard software packages
7. Must have knowledge of and the ability to operate heavy equipment
8. Management/Supervisory experience is a plus
9. Street Construction and Maintenance experience is a plus
10. Utility Operation or Maintenance experience is preferred

Starting wage range is competitive depending on the candidates experience and education. [Click here](#) to download the Town employment application. Please complete the Town employment application and submit to Josh Hawkins at [jhawkins@jamestownin.com](mailto:jhawkins@jamestownin.com). Applications will be accepted until the position is filled.

# Town of Jamestown

## Position Description

**Position:** Utility Laborer

**Department:** Municipal Utilities

**Supervision:** Utility Superintendent

### **POSITION SUMMARY:**

The Utility Laborer will perform his/her duties under the direct supervision of the Utility Superintendent. The Utility Department is responsible for the operation of the following service areas; Streets, Water, Wastewater, Storm Water and Facility and Right of Way Maintenance.

### **PRIMARY JOB DUTIES:**

Responsible to assist the Superintendent with the overall daily field operations of the Utility Department including street repair and maintenance, water and wastewater system maintenance, storm water system maintenance, facility maintenance and right of way maintenance, under the direction of the Utility Superintendent.

Job duties of the Utility Laborer are varied and change on a regular basis. Many of the regular duties are listed below but due to the needs of the town, its residents and all employees the Utility Laborer will be asked to perform duties that are not on any list in this job description.

- May oversee the operations of contractors and engineers
- Work with existing and new utility customers concerning services
- Must react quickly and calmly in emergency situations and determine the proper course of action

Equipment Operation: Will perform varied work with town owned equipment including but not limited to: ditch and drainage work, installation of culverts and pipes, demolition work, road work, grading, loading, clearing and grubbing, bush hogging and or mowing. Must perform simple maintenance of equipment operated including but not limited to fueling, fluids, and other simple maintenance.

**Emergency Response:** The Utility Laborer will be required to be On-Call from time to time as determined necessary by the Utility Superintendent.

### **PHYSICAL REQUIREMENTS:**

1. Must be able to perform heavy manual labor for extended periods of time, outdoors under dirty, wet, hot and cold weather conditions.
2. Must be able to lift repetitively, carry and dump up to 75 pounds or more in multiple job tasks including lifting cans and solid waste.
3. Must be able to squat, bend, walk, stoop, dig and lift repetitively throughout the workday.
4. Must be able to lift more than 40lbs.
5. Must be able to operate a variety of motor vehicles and large trucks, tractors, backhoes, dozers, graders, mowers, weed trimmers, chainsaws and miscellaneous hand tools.