

## Town of Milford General Laborer Job Description

### DESCRIPTION

Under supervision, Town of Milford General Laborers perform light to heavy manual work. This position reports directly to the Street, Water, and Park Superintendent, however, will also complete work under the supervision of the Wastewater Superintendent.

### JOB DUTIES

The below list of job duties include, but are not limited to the essential job functions of the Town of Milford General Laborer:

- Perform manual labor to assist all departments of the Town as directed by the Street, Water, and Park Superintendent.
- Assist the Water, Street, and Park Superintendent with all tasks as directed, such as recording, maintaining, and updating data, on the Town of Milford Global Information System (GIS).
- Safe operation of a variety of vehicles, light and heavy construction and maintenance equipment.
- Light maintenance of a variety of vehicles, construction and maintenance equipment to ensure equipment is in safe, good working order.
- Perform general maintenance of buildings and grounds by operating power push and riding mowers, string trimmers, and leaf blowers, as well as by operating various hand tools.
- Perform light maintenance at various sites: for example, replace light fixtures and make minor repairs using various hand and power tools.
- Complete minor road repairs.
- Complete yard waste & brush pickup.
- Load and unload trucks; sort, move, and stack materials.
- Complete locates for all town utilities.
- Complete well maintenance and records, mix and fill chemicals for water treatment, and changing of chemical tanks, as needed.
- Complete water samples.
- Inspect water hydrants by making visual checks and flush water hydrants.
- Participate in the Town's snow and ice removal program: drive snow plow trucks and operate snow blowers to remove snow and ice from streets; remove snow using shovels; and spread sand or salt on icy streets and sidewalks.
- Assist with various duties at the Wastewater Treatment Plant, such as dewatering, bagging, and proper disposal of waste.
- Climb into and out of sewer holes to perform sewer cleaning and repair.
- Perform all work safely, in accordance with departmental policies, municipal and state laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Attend departmental meetings and training programs.
- Complete required paperwork such as work logs and timecards.
- Comply with the Town of Milford Employee Handbook.
- Interact with citizens in a polite manner.
- Perform manual labor and other tasks in response to various emergencies, such as water or sewer leaks.
- All other duties as directed by Supervisor.

### CONDITIONS OF EMPLOYMENT

1. Must have basic reading and writing skills.
2. Must be able to work eight (8) hours per day, forty (40) hours per week.
3. Must be available for on-call rotation, including weekends, for water, street, park, and wastewater departments.
4. Must be available to work beyond assigned shifts to respond to various emergencies as directed by Supervisor. Snow and ice operations and other emergencies may require Town Laborers to work at any time during the day or night, 24/7.
5. Must live in Kosciusko County or a neighboring county within a 30-mile radius of the Town of Milford boundary limits. Closest qualified applicants will be given preference.

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6. Must be able to work outdoors in variable and extreme weather conditions (e.g., heat, cold, rain, wind, and snow).
7. Must be able to tolerate various environmental conditions indoors and outdoors (e.g., noise, vibration, dirt, pollen, and sewer gases).
8. Must be able to work in confined space settings (training provided).
9. Must be able to see clearly both near and far.
10. Must be able to properly lift and move objects weighing up to 75 lbs. alone.
11. Must be able to perform physical activities in the work environment that require walking, standing, climbing (stairs, ladders, scaffolding, etc), carrying, balancing, bending, crawling, crouching, stooping, kneeling, reaching, pushing and pulling.
12. Neck mobility is required when operating equipment such as backhoe and front-end loader.
13. Must have manual dexterity to safely use various hand tools and power tools.
14. Must be willing to acquire Certifications/Licenses to assist with safe operation of departments.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### MINIMUM REQUIREMENTS

- Eighteen years of age at time of application.
- Valid driver's license with good driving record at time of application, throughout the selection process, and throughout employment. Must be approved by our insurance carrier to operate Town vehicles and equipment.
- Required to pass pre-employment drug screening and subject to drug and alcohol testing during the course of employment.
- Mechanical experience is a plus.

### KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and understand documents, such as work rules, policies, and operating manuals.
- Ability to understand and follow oral and written instructions.
- Ability to accurately complete paperwork, for example work logs and time cards.
- Ability to perform basic mathematical calculations accurately.
- Ability to learn about the materials, methods, and tools used in the construction and repair of structures, including streets, water lines, and sewers.
- Ability to drive a vehicle and to learn to drive trucks and heavy equipment, such as forklift trucks, skid loaders, and snow plows.
- Ability to safely plow and shovel snow and operate snow blowers.
- Ability to perform general maintenance of green areas and safely operate power push and riding mowers and weed trimmers.
- Ability to perform basic maintenance tasks, such as replacing light fixtures, and make minor repairs under supervision.
- Ability to exercise caution and good judgment regarding safety at all times, abiding by safety-related policies, laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Ability to acquire Certifications/Licenses to assist with safe operation of departments.
- Ability to work effectively as a team member and interact with the public courteously.

### EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date

Updated 10/16/2023