

JOB DESCRIPTION

Job Title: Laborer

Department: Public Works Department

Reports To: Public Works Crew Leader

Term of Employment: Full-time, permanent. \$18-22 an hour depending on experience and water/wastewater certification. Benefits include health, dental, vision, vacation/sick leave (after 90 days), paid holidays, life insurance, and retirement.

General Statement of Duties: Performs a variety of manual labor tasks in all the functional areas of Public Works (maintenance and repair of water utilities, sewer utilities, trash, infrastructure, parks, streets & alleys, mosquito abatement, buildings, sidewalks, parking lots, vehicles and equipment, and cemetery).

Supervision Exercised: None

Duties: The following list of duties is intended to be illustrative only and is not intended to be all-inclusive:

Performs a variety of general labor duties that could include:

- Manually opening and closing water valves
- Rebuilding/repairing/replacing water meters, may include crawling/working in basements/crawl spaces.
- Repairing/replacing water infrastructure, may include working in a trench
- Sewer washing, may include entering confined spaces
- Weed/grass mowing
- Maintaining sprinkler systems
- Snow/Ice shoveling/removal
- Painting
- Equipment repair/maintenance
- Spraying for mosquitos
- Driving/operating vehicles and equipment
- Lifting
- Building repair/maintenance
- Cleaning of equipment and tools
- Cleaning/organizing of town buildings
- Tree trimming
- Pothole repair
- General maintenance of Mount View Cemetery including opening/closing graves for services.
- Ability to establish and maintain effective working relationships with other employees and members of the general public.
- Abide by local, state and federal regulations, as well as all company safety procedures.
- Commit to the overall safety of the work environment by always taking extra precautions to work with the utmost care and consideration.
- Other duties as assigned
- Must be available for some on-call hours including weekends.

Required Knowledge, Skills, and abilities:

- Ability to learn about the town's utility infrastructure and how it works.
- Keen attention to detail and situational awareness to maintain the safety of the work environment.

Education: Graduation from high school or GED equivalent.

Experience: Water/Wastewater Operator preferred. Experience in performing manual labor.

Licensing and Certification: If not already obtained, all the following licenses must be obtained within the dates stated below:

- Valid "Class B" CDL License (within 1 year)
- Level 1 Distribution Systems certificate, or equivalent (within first 90 days of employment)
- Level 1 Lagoon System certificate, or equivalent (within 9 months of employment)

Tools and Equipment Used: Hand tools, hand power tools, mowers, welder, sewer washer, sewer camera, cardboard baler and numerous other types of powered equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is in a variety of indoor and outdoor settings. The outdoor conditions include all types of weather conditions. Supplementary PPE may be required as the employee occasionally works in confined spaces, near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The noise level in the work environment is usually moderate, at times loud when working around equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.

Applications can be picked up at Town Hall or found online at www.thetownofbasin.com/employment opportunities. They can be submitted to basinpublicworks@gmail.com or they can be mailed or delivered to Town of Basin, P.O. Box 599, 919 W B Street, Basin, WY 82410