Town of Waterloo

Street Department Job Description

**Job Description:** Street Department Employee

Assists superintendent with maintenance of streets, parks, public lights, drainage lines, and other duties for the Town of Waterloo as may be requested.

**Type of Position:** Full Time (on call time required)

**Work Hours and Conditions:** This job is a 40-hour a week job, Monday thru Friday 7:00 A.M.-3:30 P.M with benefits. This job requires on call time for up to 1 week at a time, and employee must be within 30 minutes of work. While on call there is to be NO consumption of alcohol. Paid overtime will be required under certain circumstances.

**Pay:** This position is paid hourly between $ $12.24 -$17.00 per hour based on experience and qualifications, pay to be determined by the Town Council.

**To apply:** Applications are available at the Waterloo Town Hall, 280 S. Wayne Street, Waterloo, IN 46793 and must be submitted to the Town of Waterloo before 3 p.m. on Monday, Jan. 22, 2018.

**Employment Qualifications: Required:**

* Must have and maintain a verifiable Indiana Drivers Licenses. Also must have a safe driving record and must remain insurable through the Town’s Liability insurance carrier.
* Must be able to obtain a Class B CDL
* Must have a G.E.D. or High School Diploma
* Must be present for meetings and trainings
* Must be able to understand and carry out oral and written instructions.
* **MUST** be able to effectively communicate and interact with other employees and the general public.
* Have some knowledge of safety regulations and laws pertaining to the construction industry

**Preferred:** Have some experience in performing a variety of skilled trades and/or maintenance work including:

* General maintenance/repair of town vehicles and equipment
* Road construction experience
* Landscaping experience
* Knowledge of street maintenance
* Snow removal experience
* General construction skills
* Heavy equipment experience

**Physical Requirements:**

* Be able to perform manual labor for extended periods of time under unfavorable climatic conditions.
* Develop skills in the use of hand held tools, power tools, and other equipment required by work.
* Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
* Ability to lift 60 lbs. chest high
* Ability to transfer machinery, equipment and supplies that may exceed 100 lbs.
* Ability to maneuver over uneven terrain and in small work areas
* Able to work outdoors and in all weather conditions

**Tools and Equipment used:**

* Various amounts of hand and power tools
* Ladders, air compressors, paint machines, hand tampers and shovels
* Riding lawn mowers, brush chippers, weed eaters, and leaf loaders
* Construction tools, pavement breakers, chain saws, and pumps
* Large trucks, street sweeper, and snow plows
* Bobcat, Front-end Loader, and other heavy equipment
* Crack filling equipment, etc.

**General Description and Responsibilities:**

Employee will be working under supervision of the Street Superintendent as well as the Town Manager. Tasks will be given for employee to complete independently. Employee will occasionally have contact with the public when performing essential functions for the town, and will be expected to be polite and courteous. Punctuality and a friendly demeanor is expected. Employee must maintain strict confidentiality regarding Town issues and projects.

Employee will be responsible for assisting in maintaining Town streets, right-of-ways, alleys, sidewalks as required and may include resurfacing, sweeping, patching and grading alleys. In addition, the Street Department maintains catch basins, manholes, town-owned street lights, storm lines, and locates stormwater lines as requested by IUPPS. Employee will also be assisting in general maintenance of all street department buildings, including painting, cleaning, and sweeping floors.

During the winter months, duties include snow removal in all of these areas, as well as clearing and salting roadways which may be outside of normal working hours. Employee will be assisting with curb side clean-up including, trimming trees, brush pick up, trash collection, cleaning, unclogging catch basins, and manholes.

Employee may be responsible for painting parking zones and curbs, helping to maintain street signs, stop signs, regulatory signs, as well as ensure traffic safety by identifying street, parking and traffic restriction signs.

Employee will help maintain the parks and park equipment. The street department also mows, trims, maintains and landscapes town properties and right-of-ways.

Assistance with special events may be required to help set up barricades, traffic control, erect and disassemble special events banners, to build and repair barricades, to assist in clean up after the event, and install, maintain and remove Christmas decorations. Traffic flagging practices, techniques and safety standards will be advised and necessary.

Employee may help other departments such as repairing and maintaining the sanitary sewer collection system, assisting with sewer main flushing, and sewer line installation; and must be able to enter and exit confined spaces such as: trenches, manholes, and pumping stations. Employee will also help install water lines, catch basins, and storm lines.

The Street Superintendent and Town of Waterloo reserve the right to revise or change job duties and responsibilities as the need arises.

Employment is subject to Town Council employment handbook or employee policy. This employment is “at will” as is understood in the State of Indiana. The Waterloo Town Council is the employer.