



## **JOB DESCRIPTION**

### **City of Aurora, Indiana**

**POSITION:** Laborer - PT  
**DEPARTMENT:** Public Works  
**WORK SCHEDULE:** Up to 32 hours / week - hourly 7:30 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)  
**DATE WRITTEN:** June 2022 **STATUS:** Part Time  
**DATE REVISED:** June 2022 **FLSA STATUS:** Non-Exempt

### **JOB SUMMARY**

The Laborer – PT reports to and coordinates with the Street Superintendent to accomplish the goals and objects of the Board of Public Works, which generally include implementing maintenance and improvements of City streets, facilities and rights-of-way, and other general city property.

### **GENERAL DESCRIPTION / RESPONSIBILITIES:**

Under the Street Department Supervisor, individuals will be assigned such duties as but not limited to:

- General park, street, sidewalk, and city facility maintenance such as picking up trash and debris, painting, providing labor assistance and operating lawn care equipment,
- Assisting in regular garbage, trash, and recycling collection,
- General construction, such as hand digging, forming and finishing concrete and similar, and
- General equipment maintenance and care

This position will be subject to the rules, policies, and operating procedures established by the City, as they may be amended from time to time.

### **JOB REQUIREMENTS:**

- a resident citizen of the United States
- at least 16 years old
- possess a valid driver's license
- consent to a background check
- consent to and pass a pre-employment drug screening test, and
- possess ability to work outside in all-weather types.

### **WORK ENVIRONMENT**

Project sites may involve exposure to normal hazards associated with maintaining rights of way, such as working alongside heavy machinery, moving parts, traffic, noise, grease, dirt, dust, chemicals, vehicle fumes, weeds and grasses, blood borne pathogens and other infectious

materials, extreme temperatures and inclement weather. Employee may be exposed to such hazards as downed power lines, ice, snow and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Work requires moderate to heavy lifting with occasional standing, bending, and carrying. Must be able to lift 50-75 lbs. with the use of Personal Safety Equipment.

\*This position is identified as having occupational exposure to blood or other potentially infectious materials.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Approved By:

Date Hired: