



TOWN OF DANVILLE STREETS OPERATOR JOB DESCRIPTION

UPDATED NOVEMBER 2023

JOB TITLE:	Laborer
DEPARTMENT:	Public Works
LOCATION:	Danville, IN
REPORTS TO:	Department Superintendent and Assistant Superintendent
SALARY:	\$20.83-\$27.89/hour
TYPE OF POSITION:	Full Time
HOURS:	40 hours per week (some nights and weekends as needed)
OVERTIME:	Yes, as needed

The responsibilities listed in this document are representative of the knowledge, skills, and abilities required to perform this position successfully. An individual must be able to perform each essential duty satisfactorily in order to fulfill performance expectations. Reasonable accommodations may be made for disabled individuals to perform the essential functions.

DUTIES AND RESPONSIBILITIES

Works to assist all aspects of the department to ensure safety through the transportation infrastructure.

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the department and the Town.
- Operates various motorized light equipment and hand tools.
- Operates various heavy equipment including backhoes, excavators, loaders, rollers, and farm tractors.
- Operates single and tandem axle dump trucks in standard set-up and equipped with snow removal attachments.
- Operates and is exposed to loud, and/or vibrating equipment while using provided personal protective equipment.
- Uses materials such as: cold and hot mix asphalts, asphalt emulsion, crack sealing material, pavement marking paint, liquid and granular chloride materials, various fuels, and other miscellaneous chemicals to complete DPW tasks.
- Works in an outdoor setting on a regular basis, resulting in being subject to inclement weather conditions.
- Works or participates, as required, in public events including parades, concerts, and special events.
- Conducts road closures and temporary traffic control.
- Installs, maintains, removes, or replaces rigid and flexible pavements.
- The duties listed above are intended solely as illustrations of possible assigned tasks. The omission of specific statements of duties does not exclude them from this position if the work is similar, related, or a logical assignment of the position of Streets Operator with the Town of Danville Department of Public Works.
- Performs various other tasks assigned by the assistant superintendent/superintendent

- This position is subject to the rules, policies, and operating procedures established by the department and the Town of Danville.

- Thorough knowledge of and ability to make practical application of OSHA safety policies and procedures, ability to ensure proper operation, and maintenance of department equipment.
- Assist with the ongoing process of evaluating and implementing changes to policies, procedures, codes, and ordinances relating to department objectives, goals, and standards.
- Attend all trainings and meetings as required.
- Maintain strict confidentiality regarding Town issues.
- Ability to coordinate and effectively communicate orally and in writing with co-workers, other town departments, contractors, vendors, and the public. Including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

QUALIFICATIONS AND SKILLS

- A minimum of a high school diploma or GED equivalent.
- One year of experience in a construction-related field, or an equivalent construction vocational course, or a combination of both.
- Valid Indiana Class B with Airbrake Endorsement (or the ability to obtain within 90 days of employment) with acceptable driving record for the past three (3) years
- Must have a working telephone and be willing to be on a rotating 24-hour on-call list, with occasionally being on mandatory 24-hour on-call (primarily during winter and inclement weather events)
- Must reside within a 30-minute response time radius from 1010 E. Broadway St., Danville, IN.
- Must have the ability to abide by all safety protocols and procedures established by the Town of Danville, the State of Indiana, and OSHA.
- This position is subject to the Town of Danville’s Drug and Alcohol-Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.
- Must have the ability to remain on task at all times, while having the ability to work with minimal supervision at times.
- Must have the ability to establish a good working relationship with coworkers, supervisors, other department employees, and the public.
- Ability to utilize computer technology such as calculators, Word, Excel and PowerPoint.
- Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.
- Must have a safe work record with good ethics and dependable attendance record.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment. May be exposed to diverse weather conditions. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

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