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# Job Title

**Labor I – Public Works**

## Department

Public Works

## Reports To

Public Works Superintendent and Assistant Superintendent  
(Daily tasks also assigned by Town Manager as needed)

## Employment Classification

Full-Time, Hourly, Non-Exempt  
On-Call Required

\$18-20/hour (depending on qualifications)

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## Position Summary

Under the direction of the Public Works Superintendent, Assistant Superintendent, and Town Manager, the Labor I – Public Works performs a wide variety of physical tasks related to maintenance of streets, parks, sewer and stormwater infrastructure, right-of-way, and other Town property. Work is performed outdoors in all weather conditions. This position requires regular lifting of up to 50 pounds, safe operation of tools and equipment, and adherence to safety standards. The position is essential to daily Town operations, including emergency response, seasonal maintenance, and support for special projects.

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# Essential Duties and Responsibilities

## General Public Works / Maintenance

- Perform manual tasks such as digging, lifting, hauling, raking, shoveling, sweeping, and patching.
- Assist with street maintenance including pothole repair, crack sealing, sign installation, sweeping, and shoulder work.
- Assist with the Town's sewer maintenance including pumping septic tanks, replacing failed tanks, fixing sewer lines, etc.
- Maintain parks, rights-of-way, public grounds, and other municipal properties (mowing, trimming, mulching, trash removal, and landscape upkeep).
- Maintain stormwater infrastructure (clearing ditches, culverts, catch basins, debris removal).
- Assist with seasonal operations including snow and ice control (plowing, salting), leaf pickup, and storm response.
- Load and unload materials, supplies, and equipment.

## Equipment Operation

- Safely operate hand tools and powered equipment including mowers, trimmers, blowers, chainsaws, and other landscape tools.
- Operate light and heavy equipment under supervision (examples include zero-turn mower, skid steer, backhoe, mini excavator, dump truck, utility truck).
- Perform routine vehicle and equipment inspections and maintenance (cleaning, fueling, greasing, basic servicing).
- Report any equipment issues, damages, or safety concerns promptly.

## Safety & Compliance

- Follow all safety policies, procedures, and regulatory requirements (OSHA, state/local codes).
- Wear appropriate personal protective equipment (PPE).
- Participate in safety trainings.

## Additional Duties

- Provide support for special events, community projects, and emergency responses.
  - Perform other related duties as assigned.
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# Minimum Qualifications

## Education & Experience

- High School Diploma or equivalent preferred.
- Prior experience in public works, landscaping, construction, or municipal maintenance preferred.
- Demonstrated experience using tools and equipment noted below advantageous.

## Equipment Experience (Preferred)

- Zero-turn lawn mower
- Skid steer / loader
- Backhoe
- Mini excavator
- Dump truck / utility truck operation

## Physical Demands

- Regularly lift and carry materials up to 50 pounds.
- Perform physically demanding tasks involving bending, stooping, climbing, and standing for long periods.
- Work outdoors in varying weather conditions.

## Licenses/Certifications

- Valid driver's license with a clean driving record required.
- Certifications in equipment operation / safety a plus.

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## Knowledge, Skills, Abilities

- Basic knowledge of public works, street, and grounds maintenance practices.
  - Ability to operate and maintain tools and equipment safely.
  - Strong work ethic, reliability, and punctuality.
  - Ability to follow written and verbal instructions.
  - Effective communication with supervisors, coworkers, and the public.
  - Ability to work independently and as part of a team.
  - Flexibility to respond to emergencies and work outside typical hours during on-call periods.
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## **Work Environment**

- Majority of work is outdoors, with exposure to all weather conditions.
  - Work near moving vehicles and heavy machinery.
  - Some tasks require exposure to dirt, dust, noise, and physical hazards.
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## **On-Call & Schedule Requirements**

- Position participates in rotating on-call schedule.
  - Must be available for emergency response during nights, weekends, and holidays as required.
  - Regular work schedule, plus potential overtime during storms and critical infrastructure issues.
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## **Performance Expectations**

- Timely completion of assigned tasks with quality workmanship.
  - Safe operation of equipment and adherence to safety protocols.
  - Professional conduct with coworkers and the public.
  - Attendance and reliability consistent with department needs.
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## **Compensation & Benefits**

- Hourly wage: competitive and commensurate with experience.
  - Benefits: standard municipal benefits package including health insurance, retirement plan contributions, paid leave, training opportunities (details set by Town policy).
  - Indiana Public Retirement Plan – PERF (11.2% contribution from Town)
  - Annual Clothing Allowance
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## **Application Instructions**

Applications can be found at Georgetown Town Hall.

### **Town of Georgetown**

9111 SR 64, Georgetown, IN 47122

Applications accepted until position is filled.