

**TOWN OF SCHERERVILLE
POSITION DESCRIPTION**

Class Title: <i>Entry Level Laborer</i>	Location: <i>Public Works</i>
Department: <i>Public Works</i>	<i>Compound</i>
Division: <i>Street/Sewer</i>	Pay rate: <i>\$14.67 –</i> <i>\$26.37 Hour (Based on</i> <i>Qualifications)</i>
Date: <i>April 2026</i>	

GENERAL PURPOSE

Performs a variety of semi-skilled and unskilled tasks to perform street, sidewalk and lawn repair, water and sewer line installation and repair, snow and debris removal, and drainage work.

SUPERVISION RECEIVED

Works under the immediate supervision of the General Maintenance Foreman, Assistant Maintenance Foreman, Utility Foreman and Maintenance/Utility Crew Leaders.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives instructions from supervisor concerning nature of work to be performed.

Operates manual or motorized equipment to cut concrete, asphalt, or other materials.

Excavates site, fills and levels site for patching. Loads, unloads, stores, transports and positions materials as required for the project. Signals operators in the movement of shovels, loaders, etc. Spots trucks for loading and unloading.

Applies patching material (sod, cold patch, hot patch, gravel, etc.) to prepare site and performs required clean-up.

Operates equipment to perform miscellaneous clean-up (lawn care, holiday decorations, branches, brush, large trash, etc.). Loads and removes debris.

Operates equipment/truck to perform snow removal. Changes attachments as required to perform same.

Inspects equipment for proper operation and makes minor repairs and adjustments. Completes routine turn reports as required.

Informs supervision of any equipment irregularities, repairs needed, accidents, etc.

NONESSENTIAL DUTIES

Serves as a grounds person as required and assigned.

Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.

PERIPHERAL DUTIES

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) One (1) year experience;
- (C) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships

SPECIAL REQUIREMENTS

Valid state operator's license, CDL Class B endorsement, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Rubber tired tractors with bucket and back shovel attachments; ½ and ¾ ton pick-up trucks; wood chipper; walking, demolition and chain saws; along with various hand implements including wheelbarrow, shovel, pick, rake, sledge hammer, and miscellaneous small tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by 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 regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 to 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 and requirements of the job change.