

CITY OF  
**CHARLESTOWN**

EST. 1808

Dr. Treva Hodges, Ph. D.  
MAYOR

**JOB POSTING: LABORER WASTEWATER TREATMENT FACILITY- FULL TIME**

The City of Charlestown has an immediate opening for a **LABORER** in its Class III Wastewater Treatment Facility

**POSITION:** Laborer  
**DEPARTMENT:** Wastewater  
**WORK SCHEDULE:** As assigned, generally regular office hours, on-call duty required  
**JOB CATEGORY:** LTC (Labor, Trades, and Crafts)

**DATE POSTED:** February 16, 2022  
**APPLICATIONS DUE:** Reviewed as received for immediate employment  
**STATUS:** Full Time, Benefits eligible  
**PAY RATE:** Maximum pay rate of \$25.00/hour as set by City Ordinance  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Distinguishing Characteristics**

Laborers in the Wastewater Department are responsible for the day-to-day activities and operation of the Wastewater Treatment Plant for the City of Charlestown. Laborers may be hired at full time or part time status depending on departmental staffing needs. Pay rates are dependent upon the skill level, knowledge, experience, and education of the laborer according to the following scale:

- Class A Laborer – Team Leader
  - Extended experience in wastewater management and maintenance
  - Assists Director with training and supervision of daily assignments for laborer teammates
  - Perform standby duties for after hours, weekend, and holiday responses
  - May serve as acting operator in the absence of the Director
  - Should maintain a wastewater certification license according to plant classification
  - Must demonstrate ability to use and instruct others in the use of all equipment required for regular maintenance and repair of the wastewater treatment facility and collection system.
  - Possession of appropriate commercial driver’s license (CDL) required
- Class B Laborer – Intermediate
  - Moderate experience in wastewater system maintenance
  - May assist team leader with supervision and training of laborer teammates
  - Perform standby duties for after hours, weekend, and holiday responses
  - Must demonstrate ability to use all equipment required for regular maintenance and repair of wastewater treatment facility and collection system.
  - Demonstration of a willingness to learn and advance in levels of employment is anticipated including earning and maintaining an appropriate wastewater certification license
  - Possession of appropriate commercial driver’s license (CDL) required
- Class C Laborer – Entry Level and/or Part Time

- Minimal experience in wastewater system maintenance
- Possesses a strong willingness to learn the functions and responsibilities of wastewater system maintenance and treatment
- Expected to begin the process of license certification and work actively toward that goal
- Demonstrate a strong sense of motivation, problem solving skills, and be a self-starter
- Demonstration of a willingness to learn and advance in levels of employment is anticipated

### **Essential Duties and Responsibilities**

The duties listed below illustrate the variety 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 and related to the distinguishing characteristics of the position.

- Evaluate all city sewers and associated equipment for existing problems and inform the Director of Wastewater of any problems identified immediately.
- Work to correct problems identified in accordance with local, state, and federal regulations and in an efficient and timely manner.
- Prepare and provide various reports of operations of the Wastewater Treatment Plant and system as needed and required by local, state, and federal agencies.
- Assist with keeping accurate inventory of equipment and report any concerns related to the state of equipment needs to the Director of Wastewater.
- Provide on-going maintenance for all Wastewater related projects and programs as directed.
- Provide necessary labor to facilitate general maintenance and repair of the Wastewater Treatment plant equipment and plant operation and sewer system.
- Perform all operation and maintenance duties as structured by the Director of Wastewater including testing, sampling, line maintenance and repair, and lift station management.
- Perform other duties as assigned.

### **Qualifications**

- Knowledge of the principles, techniques, and accepted practices of wastewater maintenance and construction, including light and heavy equipment operation and maintenance, and proper use of various materials and chemicals.
- Knowledge of and ability to make practical application of city and departmental policies and procedures and applicable EPA, OSHA, and IDEM safety policies and procedures.
- Ability to research and comply with federal, state, county, and city laws, codes, regulations, and guidelines affecting the proper operation of the Charlestown Wastewater Treatment Plant
- Ability to use independent judgement and personal initiative in a fast-paced, rapidly changing environment while using clear and accurate oral and written communication and exceptional organization skills.
- Use of personal computer equipment and software appropriate for position; to read blueprints and plat maps and perform mathematic calculations; assist with initial planning and layout of sewer construction, repair, expansion, and maintenance projects.
- Ability to use a high degree of tact, diplomacy, and discretion in communicating effectively with contractors, consultants, citizens, community leaders, and local, state, and federal officials during varied situations and circumstances, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

- Ability to provide public access to or maintain confidentiality of city and departmental records according to federal, state, and local requirements.
- Ability to maintain accurate and factual reports.
- Ability to formulate short and long-range construction and maintenance plans.
- Education and experience as determined to fit the position – A desirable way to demonstrate the required knowledge, skills, and abilities for this position includes possession of a combination of formal education, certifications, and experience related to wastewater plant maintenance.
- Possession of a valid Indiana driver’s license and the ability to maintain insurability under the city’s vehicle insurance policy; possession of a valid Indiana Class A Commercial Driver’s License (CDL) with an air brake endorsement and a safe driving record. (Must be able to pass drug and alcohol tests.)
- Ability and/or proper licensing to operate a variety of machinery, equipment, and vehicles.
- Ability to respond to emergency situations on a 24-hour basis when on call.

### **Physical Demands**

The Laborer for Wastewater performs a variety of duties, which are broad in scope and impact, in an outdoor environment in varying weather conditions. The laborer is exposed regularly to a moderate amount of dust, dirt, noise, fumes, odors, and extreme hot/cold temperatures that require constant awareness of appropriate safety precautions to ensure against injury. Long periods of sitting and working at a computer monitor can be expected as well as long periods of standing or walking some distance.

### **To Apply**

Interested applicants should submit an application and cover letter explaining their experience and interest in the position to the attention of Mayor Treva Hodges, via email at [Mayor@CityofCharlestown.com](mailto:Mayor@CityofCharlestown.com), via standard mail at 304 Main Cross Street, Charlestown, IN, 47111, or they may drop in the night deposit box on the exterior of City Hall. **Applications will be reviewed as received and position open until filled.** Internal candidates offered first right of application submission.

The City of Charlestown is an Equal Opportunity Employer. If you require reasonable accommodation in completing an application, interviewing, or participating in the employment selection process please email the Human Resources representative at [heather.schrimp@cityofcharlestown.com](mailto:heather.schrimp@cityofcharlestown.com) or call (812) 256-3422.