

The Town of Clear is hiring for a Street and Utility Worker. See attached job description for details.

Send resume or letter of interest to:

Town of Clear Lake
% Human Resource
111 Gecowets
Fremont, IN 46737

**Town of Clear Lake
Job Description**

Job Title: Street & Utility Worker
Reports to: Street & Utility Superintendent or Town Council Representative/s

Position summary:

Reporting directly to the Street & Utility Superintendent or Town Council designated representative/s if assigned, the Street & Utility Worker is a skilled worker and is responsible for assisting the Superintendent with day-to-day activities associated with the Town's Streets, Sewer System, S&U Vehicles and S&U Equipment. This position works in conjunction with all other Town of Clear Lake departments/personnel and Council Members to carry out the policy directives and duties as specified by the Town Council.

Experience, Education and Training:

Required Qualifications:

- Valid Driver's license.
- High School graduate and an equivalent combination of experience and education sufficient to perform the essential duties and responsibilities of the job.
- One to Three years of experience in public works.
- Ability to use Microsoft Office products including Outlook, Word, Power Point and Excel.
- Ability to learn and assist in implementing new software programs to improve operational efficiencies like Boyce Systems Keystone.
- Ability to learn and assist in the principles and practices of municipal sewer systems, key performance metrics and maintenance activities.
- Ability to learn and assist in the principles and practices of municipal street construction and maintenance activities including snow removal, pavement maintenance, sign management.
- Ability to learn and assist in the principles and practices of vehicle management including vehicle and equipment maintenance, replacement schedules, and purchasing.
- Ability to learn and assist in construction zone traffic control and safety practices and procedures.
- Ability to learn and apply State and Federal commercial driving regulations and standards.
- Ability to learn and apply the principles and practices of safety management.
- Ability to establish and maintain effective working relationships with town employees, contractors, developers, officials, and the general public.
- Ability to organize, evaluate and present information effectively, both orally and in writing.
- Knowledge of or ability to learn administrative, managerial, and supervisory principles and practices.
- Knowledge of or ability to learn construction plans and specifications.
- Ability to maintain regular punctual and predictable attendance and work overtime and be on call after hours, weekends and holidays.
- Reside within a 30 minute commuting radius of the Town.
- Ability to work well with other stakeholders in achieving an organization's goal.
- Demonstrated proficiency to operate tools, equipment, and vehicles safely and efficiently.
- Physical:
 - Sit or stand at desk for extended periods of time.
 - Climb ladders, walk, and stand for extended periods of time on uneven terrain.
 - Hear and speak effectively to communicate in person and over the phone.
 - Visual acuity to read computer screens and printed documents.
 - Manual dexterity to type on keyboard and use computer mouse; and to perform manual tasks such as handwriting and searching through documents.
 - Office work may include reaching for documents and supplies, standing to search through file cabinets, fingering to find files, grasping documents, and repetitive motions such as typing and sorting.
 - Significant time spent outdoors on worksites monitoring activities and directing the work of others.
 - Lift objects, boxes, files, and other equipment weighing up to 50 pounds.

- Work long hours in all types of weather under adverse/hazardous conditions for extended periods of time.

Preferred Qualifications:

- A strong desire to grow in proficiency of qualifications and in responsibility towards becoming a trusted backup to the Street & Utility Superintendent
- Previous experience as street & utility superintendent or related position within municipal public works.
- Commercial Driver's License, Class B.
- Emergency Management Training (e.g., FEMA Incident Command Classes ICS 100, 200, 300, 400, 500, 700, 800, etc.).
- Environmental Health and Safety Training (e.g., OSHA Certification, etc.).
- Proficient in the use of Microsoft Office products including Outlook, Word, Power Point and Excel.
- Knowledge of GIS based software programs such as Esri's ARCGIS.
- Knowledge of operational software such as Boyce Systems Keystone

Essential Duties and Responsibilities:

1. **STREETS & RIGHT-OF-WAY:**
 - a. Assists in all aspects of street maintenance and right-of-way management including, but not limited to street repair, snow and ice control, signs, bridges, lighting and mowing roadsides.
 - b. Assists in snow and ice control operations by learning plow routes, plowing and salting roads
 - c. Assists in road maintenance, repairs, and replacement.
 - d. Working with the Towns Engineering firms, prepare a comprehensive roadway management plan and perform construction oversight of projects as necessary.
 - e. Assists in completing the annual resident leaf pickup program.
 - f. Assists with the preparation of construction estimates and bid specifications.
 - g. Assists with the updates to the road cut permit system, processing applications and performing final inspections.
2. **SEWER SYSTEM:**
 - a. Assist with monitor the sewer main lift station operations daily to ensure uninterrupted service.
 - b. Assist in developing and implement a tracking system of key performance metrics as necessary to monitor sewer systems performance and prevent emergency repairs.
 - c. Assist in responding to and implementing repairs for sewer emergency calls.
 - d. Assist in the development/implementation of a Town sewer maintenance program including preventative and routine maintenance, inventory requirements, life cycle replacement schedule, maintenance facility capital needs, upgrades, and associated contractor maintenance support.
 - e. Assist in performing utility locate requests within required time limits.
 - f. Assist in maintaining the sewer as-built documents.
3. **VEHICLE & EQUIPMENT MANAGEMENT:**
 - a. Assist in maintaining the Town's vehicles & equipment.
 - b. Assists in the preparation of proposals for annual acquisition of parts and contract maintenance.
 - c. Assists in the preparation and processing of purchase requisitions for parts and supplies.
 - d. Assist in maintaining equipment records in accordance with federal, state, and local laws, policy, or regulation as necessary.
4. **SAFETY COORDINATION:**
 - a. Execute and pass all required annual safety training.
 - b. Assist in maintaining safety records of incidents.
 - c. Notify Superintendent of any safety concerns.
 - d. Assist with performing facility and fleet safety inspections along with associated reporting.
5. **MISCELLANEOUS DUTIES**
 - a. Serves as a representative of the Town.
 - b. Communicate any citizen and business concerns pertaining to S&U to the Superintendent.

- c. Enforce S&U ordinances and suggest updates to Superintendent.
- d. Promote and maintain a good working relationship with Steuben County officials.
- e. Works with and coordinates activities as necessary with Superintendent, other Town of Clear Lake departments/personnel and Council Members to ensure S&U activities are completed in a timely manner and with acceptable standards of performance.
- f. Assist in the review of requests for information and complaints from the public regarding maintenance matters.
- g. Assists with capital improvement planning and implementation of operational budgets including procurement of materials and supplies. Monitors inventory levels and approves purchases.
- h. Participate in completing S&U department goals, objectives, policies, and priorities.
- i. Identify S&U department services and training opportunities to the Superintendent.
- j. Assist Zoning Administrator by communicating observations of possible Unified Development Ordinance (UDO) infractions.
- k. Assist in maintaining an inventory of all parts, tools and equipment and update the list annually.
- l. Assist in maintaining all Town buildings and grounds.
- m. Assist in the enforcement of Town liens, permits, notices for force mows, etc.
- n. Performs related duties as assigned by Superintendent or Town Council designated representative/s.