



**CITY OF CARMEL**  
**invites applications for the position of:**  
**Skilled Laborer**

An Equal Opportunity Employer

**SALARY:** \$45,979.00 - \$55,175.00 Annually

**OPENING DATE:** 01/06/22

**CLOSING DATE:** 01/20/22 11:59 PM

**POSITION SUMMARY:**

The purpose of this position is to perform semi-skilled and manual work functions associated with the construction, maintenance and repair of water treatment plant facilities, systems, equipment and grounds.

**ESSENTIAL JOB FUNCTIONS:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Performs general maintenance and repair work and basic operational tasks on water treatment plants, systems, equipment, vehicles and related facilities and grounds, including installing, repairing and maintaining motors and pumps, acidizing iron filters, cleaning softeners, salt pits and plumbing lines, cleaning and repairing wells, performing maintenance on chlorine and fluoride equipment and manual and automatic valves and pipes, fitting pipes and welding system components, running basic tests, turning pumps on and off and responding to alarms.
- Inspects, tests and monitors machinery, equipment, tools and parts for proper operation; makes adjustments, repairs or replacements as appropriate; cleans, lubricates and calibrates tools and equipment, reports malfunctioning or unsafe equipment; assists in developing and implementing preventive maintenance plans.
- Performs various manual tasks associated with department operations, which may include digging holes and trenches, breaking pavement and concrete, mixing and pouring concrete, setting up traffic control barricades and flagging traffic, salvaging usable parts, cutting pipes, painting buildings and equipment, cleaning buildings, washing windows, sweeping, mopping and waxing floors, disposing of trash, changing light bulbs, cutting grass and weeds, cutting trees and limbs, trimming shrubs, sodding or seeding and plowing snow.
- Utilizes precautionary safety equipment and monitors work environment to ensure safety of self, employees and other individuals; follows "lock-out, tag-out", confined space, trenching and shoring and other required safety procedures when working.
- Responds to 24-hour call for emergency situations; may be required to make initial assessment and respond accordingly.
- Transports, loads and unloads various equipment and materials used in projects.
- Maintains records of work activities and inventory of equipment, tools and supplies.

**Non-essential Job Functions:**

- Conducts job-related errands
- Assists with various plumbing, electrical, mechanical and carpentry projects for other City departments.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to collect, review, assess and record data.
- Ability to understand and follow written and verbal instructions.
- Ability to operate within established guidelines.
- Ability to exercise discretion in analyzing and selecting from alternative courses of action.
- Ability to communicate effectively with supervisors, co-workers and contractors.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals and fractions.
- Ability to utilize a variety of machinery, tools and equipment associated with utilities construction, maintenance and repair activities, such as a tractor, backhoe, chain saw, jackhammer, weedeater, lawnmower, chipper, gas monitoring equipment, pumps, air compressor, paint machine, well cleaning equipment, video camera equipment, various diagnostic instruments, welding equipment, shovel, spade, pickaxe, plumbing tools, mechanic tools, hand tools and carpentry tools.
- Ability to operate a motor vehicle to conduct work activities.
- Ability to respond to 24-hour call-out.
- Ability to exert heavy to extremely heavy physical effort, on a regular, and at times sustained, basis, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing 20-50 pounds; may occasionally involve objects and materials up to 100 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, fumes, moisture, humidity, rain, snow, severe weather, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, excavations, toxic agents, disease or pathogenic substances.

**QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- High school diploma or GED, supplemented by vocational, technical or on-the-job training in water, wastewater, mechanical and/or electrical maintenance and repair.
- One (1) to two (2) years' experience involving utilities construction, maintenance and repair, mechanical and electrical maintenance and repair and heavy equipment operation.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license.

*The City of Carmel, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.*

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.carmel.in.gov>

Job #2022 - 001  
 SKILLED LABORER  
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OUR OFFICE IS LOCATED AT:  
 One Civic Square  
 Carmel, IN 46032  
 317-571-2465  
 317-571-2467  
[hr@carmel.in.gov](mailto:hr@carmel.in.gov)

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**Skilled Laborer Supplemental Questionnaire**

\* 1. Which best describes your highest level of education?

- Some High School, but did not graduate or achieve a G.E.D.

- High School Diploma or General Equivalency Diploma (G.E.D.)
  - Some College, but no degree
  - Associates Degree
  - Bachelors Degree
  - Masters Degree or Higher
- \* 2. Please indicate the number of years of experience you have in utility operations.
- No previous experience.
  - More than one (1) year, but less than two (2).
  - More than two (2) years, but less than four (4).
  - More than four (4) years.
- \* 3. Please indicate the number of years of experience you have in utility maintenance or industrial maintenance.
- No previous experience.
  - More than one (1) year, but less than two (2).
  - More than two (2) years, but less than four (4).
  - More than four (4) years.
- \* 4. Please indicate the number of years experience you have in maintenance of mechanical, plumbing and/or electrical equipment and systems.
- No previous experience.
  - More than one (1) year, but less than two (2).
  - More than two (2) years, but less than four (4).
  - More than four (4) years.
- \* 5. Do you currently possess and maintain a valid Indiana driver's license with no more than 6 active points (or can you obtain one within 60 days of becoming an Indiana resident)?
- Yes
  - No
- \* 6. Please indicate any educational and/or technical certifications you possess.
- \* 7. Please indicate why this position is of interest to you.
- \* Required Question