

City of Seymour

Job Description

Job Title: MVH Laborer
Department: Department of Public Works
Work Schedule: 7:00 AM – 3:30 PM, M-F (half-hour lunch)
Supervised by: MVH Supervisor & MVH Lead
Supervises: MVH Laborer

FLSA Status: Non-Exempt
Status: Full-Time

Date Written: 07/01/2021
Date of last Revision: 4/25/2025

General Duties:

1. Must be able to provide a positive work environment.
2. Must be capable of making sound decisions that supports the dept and fellow employees, along with helping office staff improve department morale.
3. Operates various heavy equipment to help maintain city streets, sidewalks, and mowing areas.
4. Operates various equipment including (but not limited to): Bucket Truck, Dump Truck, Waste Packer Trucks, Forklift, Front End Loader, Backhoe, Skid Steer, Zero-Turn Mower, Chipper, Chain saw, and Weed eater as needed.
5. Prepare for and set concrete forms, setting elevations, keeping jobs within ADA and legal requirements. May need to dig or fill in to get the correct grade.
6. Assist in concrete finishing using bull float and hand float. Some concrete may require finish and trowel and/or power trowel.
7. Repair asphalt, potholes, gutter lines, etc. as needed
8. Haul stone and place it as needed such as maintaining alleys.
9. Provide and maintain safe traffic control as needed.
10. Responsible for maintenance and upkeep of DPW buildings.
11. Help in maintaining city trees by trimming, pruning, and removing.
12. Perform preventive maintenance of trucks and equipment including, but not limited to, greasing and cleaning inside and out.
13. Supports and participates in DPW's 24-hour call for emergencies and able to be on-call during adverse weather conditions. This includes (but not limited to) storm damage control – setting-up barricades, sweeping glass, removing debris, downed limbs, and trees from roadways; snow removal; leaf pick-up; etc.
14. Need to respond quickly, rationally, and decisively to emergency situations.
15. Serves as a supporting role when Special Requests are submitted and approved by the Board of Works and City Council; including (but not limited to) Oktoberfest, Cars & Guitars, Scoop the Loop, 5K events, and other various special events.
16. Responsible for accurate and timely paperwork and receipts.
17. Must be able to enter information into our project management software. This includes creating work requests, updating information, and completing projects within the software.
18. Performs other related duties as assigned. Assist other Departments as necessary.

Physical Effort:

Needs to perform duties involving some physical exertion, such as standing for long periods, close/far vision, depth perception, hearing, lifting/carrying objects weighing less than 20 pounds on a regular basis, and more than 50 pounds occasionally, pushing/pulling objects, crouching/kneeling, reaching, bending, and handling/grasping objects.

Working Conditions:

Employee maintains frequent contact with co-workers, subordinates, and the public for the purpose of exchanging information and giving instructions. Employee also frequently works with little or no supervision. Employee Occasionally works extended hours on the weekends, evenings and early morning hours as necessary. Occasionally, out-of-town travel is required for training, but rarely overnight. Will be out in extreme temperatures more than 100 degrees and lower than freezing temps throughout the year. Frequently exposed to dirt, dust, and other unsanitary conditions.

Education:

High school diploma or GED.
Some education in a vocational, technical or college setting.
Open to continuing education

Work Experience/Job Requirements:

Experience in dealing with heavy equipment.
Knowledge and prior experience required.
Experience in management or supervision preferred.
Be knowledgeable in Computer programs i.e., Excel, Word, email
Must speak fluent English.
Must have a valid Class B CDL driver's license or obtain within 180 days and demonstrate a safe driving record.
Must be able to work in adverse weather conditions.
Must be at least 18 years of age.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.