

City of Decatur

809 Elm Street

Decatur, IN 46733

Tel (260) 724-3356

jgilbert@decaturin.org



Jeremy S. Gilbert, Operations Manager/Superintendent

October 7th 2021

The City of Decatur is accepting applications for the Possible fulltime job openings listed below. Applications will be accepted until the Hour of 4:00 P.M. October 22nd 2021. Applications can be picked up at the City of Decatur Public Works Office at 809 West Elm Street and Decatur City Hall 172 North 2nd Street Decatur Indiana 46733.

Possible Open Positions

- Sanitation Collector
- Street Department Labor/Operator
- Water Department Labor/Operator
- Civil Infrastructure Manager
- City Forester



Job Description

Job Title: Sanitation Collector
Department: Operations
Reports To: Operations Manager/Superintendent
FLSA Status: Nonexempt
Last HR Review: Sept 2017

Principal Function: The Sanitation Collector is responsible for assisting drivers with servicing assigned routes with the collection of hauling waste or recycling materials to a disposal site or recycling plant.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Provides waste or recycling removal services to customers on assigned routes by emptying trash and recycling receptacles into truck and hauling to the disposal site.
2. Replaces trash or recycling receptacles neatly at the curb or designated area.
3. Cleans up waste spills and overflows.
4. Operate packing mechanism and various lever/handles on truck to activate lifting/loading mechanism.
5. Assists the Truck Driver in safely backing-up the truck by directing the driver from outside the truck.
6. Assist in unloading, cleaning, or driving the truck, as needed.
7. Perform job duties in a safe manner in compliance with all local, state, and federal regulations and City policies.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Job Description

Job Title: Laborer/Operator
Department: Operations
Reports To: Assistant Operations Manager
FLSA Status: Nonexempt
Last HR Review: September 2017

Principal Function: The Laborer/Operator is responsible for providing a variety of semi-skilled and skilled maintenance work in the construction, operation, repair, and maintenance of the City's storm water, wastewater and water facilities and systems as well as a variety of routine tasks around the maintenance, upkeep, and services of the City's roadways and easements.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Repairs non-emergency and emergency water mains, services, and water hydrant leaks.
2. Installs, repairs, & maintains all types and sizes of pipeline mains, services, fittings, hydrant valves, meter pits, water meters, and sample stations.
3. Raises, lowers, removes and relocates water mains, fire hydrant services, service boxes, and valve boxes.
4. Performs support activities to include: conducting inspections, completing reports, updating records, and operating equipment.
5. Performs activities to include: hydrant flushing and/or testing, hydrant painting, installing new water services, repairing water main breaks, inspection of new construction, thawing frozen pipes and/or meters, pavement cutting, ditch digging, manhole and line cleaning, landscaping, and equipment maintenance and/or service.
6. Inspects streets, alleys, and structures for any deficiencies and determines the appropriate response to correct the problem.
7. Records GPS location of valves and hydrants for future maintenance.
8. Contacts Indiana 811 before digging and locates water lines for Indiana Underground Plant Protection Service (IUPPS) and for customers.
9. Repairs and replaces City street signs, as needed.
10. Performs general construction tasks, building and grounds maintenance of City-owned properties.
11. Operates snow control equipment in the removal of snow and application of salt to City Streets and properties.
12. Mows and maintains open space areas in the City.
13. Operates leaf collection equipment in the removal of leaves.
14. Assists in the patching and repair of potholes and cracks in City streets.
15. Collects and disposes of solid waste from buildings, grounds, residential trash, and picks up litter from premises.
16. Performs routine maintenance on all tools, power equipment, and vehicles.
17. Assists other departments, as needed.

Supervisory Responsibilities: This job has no supervisory responsibilities.

_____ An individual must be able to perform each

Job Description



Job Title: Civil Infrastructure Manager
Department: Plan/Building & Zoning, Water, Wastewater, and Storm Water
Reports To: Mayor
FLSA Status: Exempt
Last HR Review: June 2017

Principal Function: The Civil Infrastructure Manager is responsible for advising the Mayor and City Council on matters related to the City's civil infrastructure to include engineering and storm water structures and functions.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Establishes policies and effective guidelines for the routine operation of the Engineering and Storm Water Department.
2. Manages the Engineering and Storm Water Departments and communicates with both internal departments and external agencies to include: the Indiana Department of Environmental Management (IDEM), the Board of Public Works and Safety, the City Council, the Mayor, the Clerk-Treasurer, Department Heads, and other City employees, as needed.
3. Prepares projects for bidding that involve engineering matters for the City.
4. Assists developers with planning in order to meet all City requirements to include: streets, curbs, sidewalks, water systems, sanitary sewer systems and storm sewer systems.
5. Inspects new developments to include: industrial, commercial and residential, while under construction and upon completion to insure all engineering requirements are met in conjunction with the Building and Zoning Department.
6. Maintains all daily, monthly, and yearly records in a neat and orderly fashion, and insures that all federal and state reports are completed and submitted in a timely manner.
7. Develops and updates maps and completes other drafting projects, as needed.
8. Completes a year-end report for the Mayor and City Council.
9. Prepares the Engineering and Storm Water Departments annual budget and reviews with the Mayor.
10. Assesses project eligibility and prepares grant applications for applicable federal and state funding programs, and researches and maintains current information on federal and state funding programs that may be available to the City.
11. Attends evening meetings, orders and obtains surveys, and completes other related duties as requested by the Mayor and City Council.
12. Develops annexation plans and coordinates with Department Heads and the municipal utilities to outline such proposed annexations.
13. Serves as the City's Resident Project Representative on various construction projects, working with engineering firms and other agencies to assure City code, ordinances, and procedures are followed in the appropriate manner.
14. Informs City officials on matters relating to the operation of the Engineering and Storm Water Departments and complies with the public's "right to know" information.
15. Completes administrative duties to include: attending meetings, reviewing statistics and reports, completing various reports, approving invoices, answering inquiries, etc., as needed.
16. Maintains an effective communication process with the Mayor.

Supervisory Responsibilities: Supervises employees in the Storm Water Department.

Job Description



Job Title: City Forester
Department: Operations
Reports To: Operations Manager/Superintendent
FLSA Status: Nonexempt
Last HR Review: September 2017

Principal Function: The City Forester is responsible for maintaining all trees, shrubs, and related plant materials on City easements, in parks and on other City properties.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Performs tree and shrub removal on trees that are deemed hazardous to City residents.
2. Prunes all trees and shrubs on City properties and easements.
3. Plants new trees on City properties, easements and in parks.
4. Maintains the City trail system to include: River Greenway and other City Trails.
5. Contacts all home owners where tree work will be taking place to keep them informed on work done on their property.
6. Orders new trees and supplies, as needed.
7. Keeps records of trees planted or removed.
8. Contacts contractors for stump removal and/or the planting of new trees.
9. Performs routine maintenance on all tools, power equipment, and vehicles.
10. Ensures that all equipment is being cared for and maintained properly.
11. Assist other departments with their projects, as needed.
12. Completes administrative duties to include: attending meetings, reviewing reports, completing various reports, approving invoices, answering inquiries, maintaining files and records, etc., as needed.
13. Maintains an effective communication process with the Operations Manager/Superintendent.

Supervisory Responsibilities: This job has no supervisory responsibilities.
