



Dillsboro, Indiana

13030 Executive Drive PO box 127 Dillsboro, IN 47018
(812) 432-9002 www.dillsboro.in

Town of Dillsboro – Job Opportunity

Position Title: General Laborer

Department: Public Works / Utilities

Reports To: Superintendent

Status: Full-Time, Hourly

Pay Range: \$18.00 – \$20.00 per hour (based on qualifications)

Posting Date: July 9, 2025

Application Deadline: August 1, 2025

Position Summary:

The Town of Dillsboro is accepting applications for a General Laborer to join the Town's Public Works Department. This position supports the maintenance and operation of the Town's water and wastewater utilities, parks, streets, sidewalks, and other municipal properties. The ideal candidate will be hard-working, dependable, and willing to learn on the job.

This is a physically active position requiring outdoor work in all weather conditions. The General Laborer reports to the Superintendent and will work as part of a team to maintain critical infrastructure and public spaces throughout the Town.

Duties and Responsibilities:

- Assist with the maintenance, repair, and installation of water and sewer lines, pumps, valves, and meters.
- Perform routine cleaning and upkeep of parks and public restrooms.
- Mow, weed eat, and maintain town-owned grounds and right-of-way areas.
- Collect brush, limbs, leaves, trash, and heavy debris.
- Support road and sidewalk maintenance, including concrete and asphalt repair.
- Operate light to heavy equipment, power tools, and hand tools.
- Respond to work orders and assignments as directed by the Superintendent.
- Participate in a rotating **on-call schedule** for utility and public works emergencies.
- Perform snow and ice removal and other seasonal duties as needed.



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- Assist other departments or participate in special projects as assigned.
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Preferred Qualifications:

- High school diploma or GED.
 - Valid driver's license required; CDL preferred.
 - Experience with water/sewer line installation or repair, pump systems, or heavy equipment operation is highly desirable.
 - Knowledge of or experience working with concrete, asphalt, excavation, and utility systems preferred.
 - Ability to follow safety guidelines and work independently or as part of a crew.
 - Desire to obtain certifications such as:
 - IDEM Water Distribution System (DSS) License
 - IDEM Class II Wastewater Certification
 - Indiana CDL
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Compensation and Benefits:

- Pay: \$18.00 – \$20.00/hour depending on qualifications
- Health, vision, and dental insurance
- Life insurance
- Paid holidays: 10 fixed + 1 floating
- Vacation:
 - Accrues at 1 day every 2 months during first year
 - Two (2) weeks awarded annually on January 1 following first year
 - Vacation usable after 90-day probation
- Sick Leave:
 - Accrues at 1 day per month
 - 12 days awarded on January 1 annually after probationary period



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- Flex time or overtime pay (as applicable)
- On-call bonus pay
- Eligible for participation in the Indiana Public Employees' Retirement Fund (PERF)

Working Conditions:

- Outdoor work in varying weather conditions year-round
- Physical labor including lifting, bending, digging, and equipment operation
- Must be able to lift 50 lbs and perform manual labor over extended periods

How to Apply:

Interested applicants must submit a completed application or resume no later than **August 1, 2025** to:

Town of Dillsboro

Attn: Town Manager
13030 Executive Drive
Dillsboro, IN 47018
or email: manager@townofdillsboro.com

The Town of Dillsboro is an Equal Opportunity Employer.

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We welcome all qualified applicants and encourage individuals with diverse backgrounds and experiences to apply.

Scan the QR Code for the Job Description and Application or visit the office during normal office hours M-F 9 AM to 4 PM

