

**POSITION DESCRIPTION**  
**CITY OF MICHIGAN CITY, INDIANA**

**POSITION:** Construction & Maintenance Laborer  
**DEPARTMENT:** Technology and Facilities  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades, and Crafts)

**DATE WRITTEN:** August 2025

**STATUS:** Part-time

**DATE REVISED:**

**FLSA STATUS:** Non-Exempt

**Position Summary**

The Construction and Maintenance Laborer will perform a variety of skilled and semi-skilled tasks related to construction, installation, and maintenance. The ideal candidate will be able to work independently or as part of a team and must be eager to work both indoors and outdoors in all weather conditions.

**Key Responsibilities**

- Perform construction-related tasks, including site preparation and concrete installation.
- Install, troubleshoot, and repair electrical systems.
- Assist with trenching and operate or support directional drilling equipment.
- Install, maintain, and repair fiber optic cables and related infrastructure.
- Safely use tools, equipment, and machinery related to construction and maintenance.
- Follow blueprints, schematics, and technical drawings to complete assigned work.
- Maintain a safe and clean job site, adhering to all safety policies and procedures.
- Perform other related duties as assigned.

**Qualifications**

Preferred

- Previous construction experience.
- Experience in electrical installation and troubleshooting.
- Knowledge of concrete installation, trenching, and directional drilling.
- Fiber optic installation and repair experience.

Required:

- Ability to work independently with minimal supervision.
- Willingness to work both indoors and outdoors in all weather conditions.
- Strong problem-solving skills and attention to detail.
- Ability to lift up to 85 lbs. and perform taxing physical labor.
- Valid driver's license and acceptable driving record.

**Skills and Attributes**

- Self-motivated and eager to learn.
- Excellent communication and teamwork skills.
- Strong work ethic and reliability.
- Safety-conscious and committed to following proper procedures.

**Working Conditions**

- Exposure to outdoor weather conditions year-round.
- Ability to work in confined spaces and at various heights if required.
- Occasional evening or weekend work may be required for specific projects.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_\_No\_\_\_\_\_

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Applicant/Employee signature

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Date

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Type or print name