

City of Greenwood – Seasonal Leaf Laborer

Job Title:	Seasonal Leaf Laborer	Job Category:	Non-Exempt
Department/Group:	Waste Management	Job Code:	
Location:	367 South Washington St.	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part-time Seasonal
HR Contact:	Human Resources Coordinator	Supervisor:	Street Superintendent
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for clearing City of Greenwood streets of leaves during the Fall season as deposited in piles by residents.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for operating leaf vacuum to pick up leaves within the City.
- Required to rake residual leaves left by vacuum.
- Performs small equipment maintenance as needed.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** One to three years' experience operating a leaf vacuum a plus.
- **Skills and Abilities:** Able to operate a leaf vacuum and hand rake.
- **Physical:** Capable of performing repetitious tasks for an eight hour shift, enduring adverse weather conditions and lifting and carrying objects weighing up to 50lbs. Must be able to work extended hours if necessary.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: