



City of Greenwood – Part-time Maintenance

Job Title:	Part-time Maintenance	Job Category:	Non-Exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	Parks Maintenance	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Temporary Part-time
HR Contact:	Human Resources Coordinator	Supervisor:	Parks Maintenance Manager
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:	Assists with maintenance of Parks grounds, landscaping, buildings and equipment on a temporary basis.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Assists in maintaining Parks grounds including mowing, trimming grass, picking up litter, removing trash, shoveling snow, cutting trees, pulling weeds and watering grass and plants as needed.
- Assists in maintaining athletic fields including mowing and painting field lines.
- Cleans park restrooms (toilets and sinks) and shelter houses including sweeping and mopping floors. Must also replenish supplies and conduct minor repairs to park facilities.
- Assists with construction and installation of landscape structures.
- Perform other assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Previous grounds keeping a plus.
- **Skills and Abilities:** Must possess a valid driver’s license.
- **Physical:** Must be able to physically use hand tools and safely operate power tools and equipment. Must be able to lift up to 50 pounds.

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: