

### City of Greenwood – Part – Time Labor

<b>Job Title:</b>	Maintenance/Laborer	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Stormwater	<b>Job Code:</b>	
<b>Location:</b>	479 S Washington St.	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	16-20 hr.	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Stormwater Superintendent
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	Assist full-time staff in performing duties with the Stormwater Maintenance staff, repairing maintaining cleaning the municipal separate storm sewer system.		

#### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics.
- Perform scheduled maintenance, cleaning and repairs along with other maintenance staff of the storm sewer system of the city.
- Operate equipment including light trucks, mowers, trimming etc.
- Undertake equipment and truck maintenance as necessary.
- Utilize asset management software (Cityworks).
- Perform other duties as assigned (Maintenance/Locator).

#### Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** none required
- **Skills and Abilities:** Ability to operate other equipment as necessary. Must possess valid Driver's License and a safe driving record.
- **Physical:** Capable of driving/sitting and standing/walking for long periods of time, lifting and carrying objects weighing up to 150 pounds, and operating various tools and equipment.

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:**