

City of Greenwood – Maintenance/Laborer

Job Title:	Maintenance/Laborer	Job Category:	Non-Exempt
Department/Group:	Sanitation	Job Code:	
Location:	Department of Public Works 367 South Washington St. Greenwood, IN 46143	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Sanitation 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 maintaining sewer lines, lift stations and manholes within the City of Greenwood.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for operating various trucks and equipment and hand tools including jack hammer, backhoe, front loader, cement mixer and dump truck. Must also operate various hand tools and testing equipment.
- Cleans and flushes sewer lines and locates leaking or damaged pipes.
- Installs and repairs and replaces sewer lines as needed while keeping original property integrity.
- Pours and forms concrete as needed. Assists in excavating ditch and drainage sites.
- Perform equipment and truck maintenance as needed to ensure proper mechanical operation.
- Assists with flagging and traffic control at City worksites.
- Complies with all City Safety policies and standards.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** Three to five years' experience with sewer line repairs and installations, operating trucks and equipment and OSHA safety policies and procedures.
- **Skills and Abilities:** Able to operate various equipment including power saws, Cement mixer, back hoe, dump truck and front end loader. Also able to operate other equipment as necessary. Must possess valid Commercial Driver's License Class B, with airbrake endorsement, 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 50lbs and operating various tools and equipment. Must be able to work extended hours as needed.



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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: