

City of Greenwood – Truck Driver/Laborer

Job Title:	Truck Driver/Laborer	Job Category:	Non-Exempt
Department/Group:	Street	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:	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:	Performs duties in agreement with City's street and waste management maintenance programs, including street sweeping; asphalt repair; pothole repair; curb, gutter and sidewalk repair; and leaf, limb, and snow removal.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Removal of tree limbs and shrubs from City residence curbside disposal with use of grapple truck and/or pick-up truck and trailer.
- Collect and remove fall leaf foliage from City residence curbside disposal with use of leaf vacuum.
- Perform scheduled maintenance, cleaning and repairs of City streets, right-of-ways, curbs, alleys, and medians.
- Repair City streets by patching asphalt (shoveling, raking, and tamping)
- Pours, forms and finishes concrete including sidewalks and curbs. Assists in excavating ditch and drainage sites.
- Remove snow, debris, and weeds from City right-of-ways, grounds, and streets.
- Operate equipment and vehicles in a safe and efficient manner, including heavy and light trucks; boom trucks; backhoes; loaders; street sweepers; tractor mowers; ZTR mowers; walk behind mowers, and a variety of hand and power tools.
- Install, repair and replace temporary, permanent, and emergency street signs, guardrails, lights, and railroad crossing markers.
- Maintain pavement markings, including traffic lines, markers, and curbs.
- Plows and salts City streets during winter months with ability to be on call 24 hours a day for emergency purposes.
- Adjusts, inspects, cleans and performs minor maintenance on vehicular and non-vehicular equipment.
- Assist with safety traffic control at City worksites
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** Three to five years' experience with street repair/maintenance or related construction, operating trucks and equipment and OSHA safety policies and procedures.
- **Skills and Abilities:** Able to operate various equipment including chain and pavement saws, welder, backhoe and

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front end loader. Also able to operate other equipment as necessary.

- Ability to operate standard office software programs (Microsoft Office, Outlook) and other software utilized by the Public Works Department and the City.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Must possess valid Commercial Driver’s License Class A or B, with airbrake endorsement, and a safe driving record.

All above licenses and certifications are conditions of employment. Required licenses and certifications must remain valid and in effect throughout incumbency.

- Establishing and maintaining effective working relationships with City’s street department maintenance employees as well as with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- **Physical:** Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust.
- Physical demands require sitting/driving, standing/walking, bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 75 pounds.
- Some exposure to hazardous chemicals.
- Employee must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form.
- Employee will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. On call response time should be within a thirty (30) minute window.

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: