

## City of Greenwood – Fire Support Services Maintenance Staff

<b>Job Title:</b>	<b>Support Services</b>	<b>Job Category:</b>	Non Exempt - Civilian
<b>Department/Group:</b>	Fire Dept. – Administration	<b>Job Code:</b>	
<b>Location:</b>	155 East Main Street Greenwood, IN 46143	<b>Job Classification:</b>	Public Safety
<b>Level/Salary Range:</b>	Defined by Salary Ordinance	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Lieutenant – Support Services
<b>Fax:</b> (317) 887-5868 <b>Email:</b> <a href="mailto:HR@greenwood.in.gov">HR@greenwood.in.gov</a>	<b>Mail: City of Greenwood. Attention: Human Resources Department</b> 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Responsible for the maintenance and upkeep of apparatus, equipment, tools, and supplies for Greenwood Fire Department.</b>		

### Duties and Responsibilities:

- Compliance with the City of Greenwood Employee Handbook and General Orders of the Greenwood Fire Department.
- Coordinates the movement of apparatus, equipment, tools and supplies; and schedules deliveries.
- Gathers information for equipment repairs and makes recommendations regarding the feasibility of repairing or replacing Department equipment and tools.
- Performs maintenance of department apparatus and equipment as assigned.
- Packages equipment, tools and supplies for shipping or repair.
- Performs other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Minimum of two years fire service experience or equivalent experience maintaining and repairing various types of fire apparatus, power and small equipment.
- **Skills and Abilities:** Possession of a valid driver's license and demonstrated safe driving record. Must be able to work 8 hour days and/or extended hours.
- **Physical:** Primary functions require sufficient physical ability necessary for sufficient mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; regularly push, pull, lift, and/or carry light to moderately heavy objects and occasionally objects over 45 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

Human Resources: [HR@greenwood.in.gov](mailto:HR@greenwood.in.gov)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR approved By: \_\_\_\_\_

Date: \_\_\_\_\_