



City of Greenwood – Fire Support Services Maintenance Staff



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

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

Employee Signature: _____

Date: _____

Fire Chief Signature: _____

Date: _____

HR approved By:

Date: