

City of Greenwood – Maintenance/Laborer

Job Title:	Maintenance/Laborer	Job Category:	Non-Exempt
Department/Group:	Stormwater	Job Code:	
Location:	479 South Washington St.	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	Stormwater 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 and cleaning City Stormwater infrastructure, operate Vactor truck, repair infrastructure as needed to include catch basin rebuild, concrete work, operate small pieces of equipment and, inspection and assessment of city infrastructure.		

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 in clearing and maintaining City streets and rights-of-ways.
- Assist in clearing City streets of snow and debris, hauls and spreads road materials and repairs streets and alleys.
- Install storm drains and pipes; repair street signs, guardrails and lights.
- Pour and forms concrete including sidewalks and curbs as necessary to finish job.
- Assist in excavating ditch and drainage sites establishing positive flow of water.
- Perform equipment and truck maintenance as needed.
- Assist with flagging and traffic control at City worksites.
- Utilize asset management software (Cityworks).
- Fill in for locator as needed.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** Three to five years' experience with street repairs, operating trucks and equipment and OSHA safety policies and procedures.
- **Skills and Abilities:** Able to operate various equipment including chain and pavement saws, welder, snow plow, bush hog, street sweeper and front-end loader. Ability 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 150lbs and operating various tools and equipment. Must be able to work extended hours as needed, which includes on call after normal working hours and/or weekends.



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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 Name Printed:_____
	Employee Signature:_____
	Date:_____
Approved By:_____	