# City of Greenwood – Part-Time Laborer

| Job Title: | Laborer | Job Category: | Non-Exempt |
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| Department/Group: | Waste Management | 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: | Part-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: | Assist full-time personnel in performing duties in agreement with City's street and waste management maintenance program; 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 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)
- Remove snow, debris, and weeds from City right-of-ways, grounds, and streets.
- Operate equipment and vehicles in a safe and efficient manner, including light trucks; loaders; 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 flexible schedule 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**: One to two 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, snow plow, bush hog, and front end loader.  Also able to operate other equipment as necessary.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Must possess a valid Indiana driver's license 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.

| 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:_____<br><br>Date:_____ |
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| **Approved By:** | |