

## City of Greenwood – Building Services

<b>Job Title:</b>	Building Services	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Board of Works	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 South Madison Ave Greenwood, IN 46142	<b>Travel Required:</b>	Yes; Local
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Building Services Supervisor
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	Responsible for cleaning and light maintenance of City of Greenwood facilities and grounds.		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for cleaning, dusting, vacuuming and sweeping of all assigned areas of the City.
- Required to mop, scrub and washing floors, restrooms and offices.
- Empty trash receptacles and properly disposes of trash.
- Perform City property ground maintenance including mowing and snow removal.
- Perform various preventative and routine maintenance and minor repairs on City buildings and equipment as needed.
- Assist Code Enforcement with picking up litter, mowing and trimming delinquent properties.
- Respond to online maintenance requests reported by City employees; notify when completed.
- Routinely inspect areas for needed repairs and notifies supervisor of concerns.
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** One to three years in custodial work, lawn care and light construction.
- **Skills and Abilities:** General knowledge and experience with cleaning equipment, materials, methods and procedures. Also able to run necessary cleaning, snow removal and hand and power tools. General knowledge of light construction and repair work and minimal computer skills.
- **Physical:** Ability to walk and stand for extended periods of time and occasional lifting and carrying objects weighing up to 150lbs. Must be able to work evening or weekend hours.





## City of Greenwood – Building Services

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:**