



Streets, Parks & Utility Employee

Position: Full-time Employee
Hours: 40 hr base w/ on-call emergency hours
Classification: Hourly

GENERAL RESPONSIBILITIES

Work is performed with considerable independence, under the general supervision of the Swayzee Council President and Town Council, and is reviewed by analysis of operating records, inspections and observation of results obtained. The direct supervisor will be the Town Manager.

SPECIFIC RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

Parks

- Field work includes mowing, line trimming, hedge trimming, weed control, and trash collection.
- Paint, repair, and maintain park equipment, furniture, facilities, and playground components.
- Prepare Baseball Diamond at West Park for games/practices

Streets

- Helps coordinate the repair, maintenance of streets and related right-of-ways. Maintenance tasks include mowing and vegetative maintenance activities within the right-of-way and city owned lots, sidewalk/curbing repairs, asphalt operations and includes activities such as snow removal and other emergency responses.
 - Street sign installation.
 - Assist with Community Crossings Grant data collection
 - Oversee and operate street sweeping equipment to clean streets of trash, debris, and other contaminants.
 - Fall leaf pick-up.
 - Tree limb and debris pick-up.

Utilities

- Assist with and be a part of the lab testing required when training is complete.
- Water and wastewater equipment maintenance
- Perform skilled work related to the installation, inspection, maintenance and repair of underground sewer lines, laterals, and pumping stations.
- Identify and map location and depth of utilities such as water and sewer lines
- Assist with larger and/or ongoing miscellaneous projects as required.



NECESSARY SKILLS AND EXPERIENCE

- Experience with operating light or heavy equipment, general maintenance and mechanical repair.
- General building maintenance and repair
- Able to read maps and understand schematics.
- Must be able to organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Must have math skills that include basic algebra.
- Operate a computer, use word processing, spreadsheets, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing with attention to detail.
- Be able to perform up to 4 hrs of lab testing once taught the procedures.
- Must be available for after hour emergencies and alternating weekends for testing
- Candidates must have a high school diploma. (Some utility work experience is preferred, but not required).
- Candidates must have a valid IN driver's license.
- Ability to work in all weather conditions.
- Physical fitness. Ability to bend, squat, and kneel in confined spaces. As well as the ability to lift potentially heavy objects (50+ lbs. Ex: Manhole Lids, Fire hydrants, Water Main Valves, Etc.)

COMPENSATION AND BENEFITS

- Full-time paid hourly.
- \$18-22/ hr depending on experience and certifications.
- PERF retirement (3% employee mandate, 11% town match)
- Health Insurance paid for employee (family can be added at employee's expense)
- Paid vacation time after one(1) year.
- Personal days.

Nothing in this job description restricts the Town Council's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Swayzee Street/Parks Employee assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is subject to change at any time. The Town of Swayzee is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Swayzee Clerk's office at 765.922.7953