

CITY OF GOSHEN, INDIANA

JOB ANNOUNCEMENT

Department or Office: Engineering Department

Position: General Labor (Buildings & Grounds)

Job Category: LTC (Labor, Trades, Crafts)

Status: Temporary

FLSA: Non-Exempt (Hourly)

Date of Announcement: May 18, 2023

Application Deadline: Until position is filled.

Under the supervision of the Maintenance Manager, this position assists in the necessary daily upkeep of the interior and exterior of City buildings. The following is a list of duties that are normal for the position, but not all-inclusive.

Essential Duties and Responsibilities:

- Assists in maintaining the grounds of all City Buildings, disposes of litter, performs landscaping duties including weed control, trimming, painting.
- Maintains work area.
- Monitors materials/supplies related to maintenance projects.
- Assists in street light replacement.
- Assists with light building maintenance and some custodial-cleaning duties as necessary.
- Performs other duties as assigned.

Requirements:

- Must be at least 18 years old.
- Must have a valid driver's license.
- Must be dependable and reliable.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; and have the ability to climb and balance.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to communicate effectively with immediate supervisor, department heads, other City personnel, and the general public.
- Ability to work effectively outdoors in varying weather conditions.

Rate of Pay: Grade 1 as designated by current salary ordinance. Hourly \$15.00

Work Hours: Monday -Friday 7:00 a.m. to 3:30 p.m.

Applications available in Human Resources, 204 E. Jefferson St, Goshen, M-F, or online at www.goshenindiana.org. **Click Job Opportunities.**

The City of provides equal employment opportunities to all employees and applicants for employment. EOE/Drug-Free/Smoke-Free