



Position: Parks Maintenance Crew

Department: Street Department

Status: Full-Time Position

Salary: \$22.00/Hour

GENERAL PURPOSE:

The Parks Maintenance Crew is under the direct supervision of the Street Department Director/Engineering Administrator, Street Superintendent, and Foreman. This position is responsible for assisting in the maintenance of town-owned properties and facilities.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must have a high school diploma or equivalent.
- Must possess a valid driver's license.

EMPLOYEE BENEFITS: The Town of Merrillville prides itself on being able to provide a variety of extra benefits to its employees.

- Excellent health, dental, and vision insurance plan – effective day one;
- Employer-paid life insurance policy, as well as short-term and long-term disability;
- Vacation, sick, and personal paid time off;
- Fifteen paid holidays;
- Longevity pay after 5 years of service;
- AFLAC;
- 457 Plan (Deferred Compensation), including a Roth option;
- Participates in the State of Indiana PERF program, which provides for a hybrid annuity and defined benefit pension.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Engage in a wide variety of tasks, such as assisting in the maintenance and repair of town-owned park equipment, grounds, and facilities.
- Assist in snow removal on Town-owned pedestrian paths and parking facilities within the Parks Department.
- Assist the Street Department, as needed, with various Town-wide maintenance operations.
- Ability to understand and follow written and oral directions.
- Must work cooperatively on a work crew and can work independently.

- Establish and maintain effective working relationships with other employees and the general public.
- Other duties as assigned by the Street Department Director/Engineering Administrator, Street Superintendent, and Foreman.

SPECIAL REQUIREMENTS:

- Must be able to pass a background check and a drug screening.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have dexterity of hands and fingers to operate a variety of specialized equipment.
- Properly climb a ladder and work from heights to trim trees.
- Must be able to reach overhead, above the shoulder, and horizontally.
- Standing for extended periods of time.
- Must be able to bend, squat, sit, stand, and walk.
- Lifting and carrying heavy objects - 50 lbs. minimum or lifting 25 lbs. overhead.
- Heavy physical labor.
- Carrying; pushing or pulling; kneeling or crouching.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Indoor and outdoor work environment; subject to seasonal, adverse weather conditions; noise from equipment operation; driving a vehicle to conduct work.
- Work areas may be in hazardous areas such as streets, rights-of-way, medians, around heavy equipment, and potentially dangerous tools.
- Occasionally involves strenuous physical labor, physical dexterity, and mechanical aptitude.

WORK HAZARDS:

- Regular exposure to fumes, dust, odors, dirt, oil/grease, gases, and chemicals.
- Adverse weather conditions.
- Working around and with machinery that has moving parts.
- Working at difficult heights.
- Working in possible traffic hazards.

An Equal Opportunity Employer

The Town of Merrillville provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender, identity or expression, or any other characteristics protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.