



Town of Waterloo

Part-time Maintenance Worker Job Description

Job Description:	The Part-time Maintenance Employee is responsible for performing general maintenance of buildings, facilities, grounds, and equipment, as well as any other duties as assigned.
Location:	Town of Waterloo Street Department
Type of Position:	This position is part-time, offering 20 to 29 hours per week. The schedule will vary depending on work needs and weather conditions.
Work hours and Conditions:	Work hours are from 8:00 a.m. to 1:30 p.m., including ½ hour for lunch, Monday through Thursday. Hours may vary based on work needs and weather conditions. It may also require working beyond these hours and on holidays. Additionally, the employee must be on-call and available to work when called in.
Salary:	This position is paid \$15.45 an hour.
To apply:	Applications are available at the Waterloo Town Hall, 280 S. Wayne Street, Waterloo, IN 46793

Essential Duties & Responsibilities

- Maintain Town roadsides, rights-of-way, easements, and other Town-owned properties through mowing, trimming, weed-eating, brush clearing, and removal of fallen trees, leaves, and debris.
- Perform street maintenance activities, including snow plowing, snow and ice removal, and the application of salt and sand during winter operations.
- Maintain the cleanliness and organization of Town grounds and facilities, including parks, restrooms, offices, parking areas, benches, shelters, and related structures.
- Conduct routine maintenance, minor repairs, and improvements involving landscaping, vegetation control, grass seeding, basic plumbing, light carpentry, and general facility upkeep.
- Perform litter and trash collection throughout Town properties, parks, and public spaces.
- Operate and perform minor maintenance on Town vehicles and equipment such as trucks, tractors, mowers, and utility-task vehicles (UTVs).
- Operate and perform minor maintenance on small tools and equipment, including lawn mowers, trimmers, blowers, weed eaters, chainsaws, hand tools, shovels, rakes, drills, and saws.
- Assist with special projects, seasonal tasks, and other operational needs as assigned.
- Follow all Town policies, safety guidelines, and operational procedures to ensure safe and efficient work practices.

Employment Qualifications:

Required:

- Must have a valid driver's license
- Must be present for all required meetings and training
- Must be able to understand and carry out verbal and written instructions
- **MUST** be able to communicate effectively, must be able to interact with other employees, and the general public in an appropriate manner

- Must have some knowledge and understanding of safety regulations
- Must be able to operate all town-owned or leased vehicles
- Must have problem-solving ability
- Must be able to follow directions and work independently
- Must have the ability to make sound, rational decisions and multitask

Preferred:

Applicants must have some experience in performing a variety of skilled trades and/or maintenance work, including:

- General maintenance/repair of town equipment
- Landscaping experience
- Snow removal experience
- General construction skills

Physical Requirements:

- Be able to perform manual labor for extended periods of time under unfavorable climatic conditions.
- Develop skills in the use of handheld tools, power tools, and other equipment required by work.
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
- Ability to lift 40 lbs. chest high
- Ability to transfer machinery, equipment, and supplies that may exceed 100 lbs.
- Ability to maneuver over uneven terrain and in small work areas
- Able to work outdoors and in all weather conditions

Tools and Equipment used:

- Snow Removal Equipment
- Various hand and power tools
- Zero-turn riding lawn mowers, brush chippers, weed eaters, chain saws, hand tampers and shovels, leave vac, and other landscape equipment
- Construction tools, pavement breakers, chain saws, and pumps

Employees work under the supervision of the Street Superintendent and the Town Manager. Tasks will be assigned for the employee to complete independently. Occasionally, employees may encounter the public while performing essential town functions and are expected to present themselves in a professional and respectful manner. Punctuality and friendly demeanor are required. The employee must keep strict confidentiality regarding Town issues and projects.

The Street Superintendent and the Town of Waterloo reserve the right to modify or change job duties and responsibilities as needed. Employment is governed by the Town Council's employment handbook or employee policy. This employment is "at will" as recognized in the State of Indiana. The Waterloo Town Council is the employer.