

TOWN OF OGDEN DUNES STREET DEPARTMENT

Job Description: Maintenance Personnel, Ogden Dunes Street Department

SUMMARY DESCRIPTION

The Town of Ogden Dunes Street Department, which is responsible for the maintenance and operations of all street, beach, grounds, and facilities, seeks a full-time Street Department staff member.

RESPONSIBILITIES

Duties of maintenance personnel may include, but are not limited to, the following:

- Operating light vehicles; pickup trucks, utility carts, zero-turn mowers and light paving roller. Performing specialized maintenance functions; traffic striping; operating light roller for asphalt patching.
- Operating larger equipment: dump trucks, backhoes, tractors, snowplows, street-sweeper, articulated boom, maintenance equipment; performing routine maintenance on equipment.
- Maintaining town streets and facilities as seasons and needs require.
- Responding to and addressing emergency calls and taking the necessary course of action to ensure the safety and welfare of the town population and general public.
- Plowing streets and depositing salt/sand as required by winter weather conditions.
- Performing preventive maintenance and making minor repairs to town buildings and facilities requiring a basic ability in carpentry, painting, plumbing, and other routine maintenance.
- Obtaining first responder training and maintaining status on the volunteer fire department in the event of town emergencies. Attending training sessions provided for the Street and Volunteer Fire Department personnel.
- Incumbent performs duties as assigned by the Street Department Manager.

REQUIRED QUALIFICATIONS, KNOWLEDGE & ABILITIES

The incumbent will be expected to demonstrate the following qualifications and knowledge:

- Principles and best practices of street and storm drain maintenance.
- Equipment, tools and materials used in public works activities and services.
- Basic principles of electrical systems.
- Principles and best practices of safety management.
- Office procedures, methods, and equipment including computers and applicable software applications such as Word, Excel, and Outlook.
- Applicable local, state, and federal laws, ordinances and rules.

The incumbent will also be expected to demonstrate the ability to:

- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Develop and recommend systems and procedures related to assigned operations.
- Communicate clearly and concisely, both verbally and in writing.
- Help to organize and maintain office area and Street Department grounds and facilities.
- Maintain an attentive, effective, and welcoming relationship with the town residents, elected officials, and town employees.

REQUIRED EDUCATION & EXPERIENCE LEVEL

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education/Training: Two years of college level course work that includes business, management, engineering, or a related field.
- Experience: One to four years of increasingly responsible street maintenance experience.
- License or Certificate: Possession of an appropriate, valid driver's license and possession of other licenses as required by state and federal regulations.
- Fire fighter certification preferred, but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Work is performed in an indoor office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.
- Physical: Primary functions require sufficient physical ability, strength and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction.
- Hearing: Hear in the normal audio range with or without correction.

The Town of Ogden Dunes is an Equal Employment Opportunity Employer. Applicants are considered for employment without regard to race, color, national origin, sex, age, sexual orientation, disability, veteran status, genetic information, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Ogden Dunes will comply with its legal obligations to provide reasonable accommodation to qualified disabled applicants.

APPLICATIONS

Applicants should send their resume and cover letter to ogdendunesjobs@gmail.com. A completed application is required and can be requested from the Ogden Dunes Town Hall, 115 Hillcrest Road, Ogden Dunes, IN 46368.

Other

Full-time Street Department employees are required to observe the following schedule:

Work Schedule: 7:00 am to 3:30 pm. Monday through Friday.

Morning break: 9:00 am to 9:15 am.

Lunch: 11:15 am to 11:45 am.

Afternoon break: 1:45 pm to 2:00 pm.

All Street Department employees shall be employed, or receive compensation, from only one entity/department of the Town of Ogden Dunes. Shared employment/paid relationships with other departments, boards or entities of the Town of Ogden Dunes is prohibited.