

CITY OF
CHARLESTOWN

EST. 1808

Dr. Treva Hodges, Ph. D.
MAYOR

JOB POSTING: CITY LABORER PART-TIME GENERAL MAINTENANCE

- The City of Charlestown has an immediate opening for a part-time laborer to perform general maintenance at city facilities and parks. Carpentry and construction experience are highly desired. The position is paid hourly and is non-benefit eligible. Maximum pay rate set by salary ordinance is up to \$20/hr+ based on experience.

MAJOR AND MINOR JOB DUTIES

- Perform general groundskeeping and building maintenance duties
- Maintain public areas at city buildings and parks
- Maintain and install landscape features
- Perform general carpentry work and repairs of buildings and structures
- Operate lawn equipment and power tools as required
- Other duties as assigned

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The primary location of work for this position is in the outdoors. Additional work occurs inside a garage environment
- Duties require work in extreme outside temperatures and sun
- Work requires standing and walking for long periods of time, squatting, stooping, lifting heavy loads, and extended period sitting on a riding lawnmower

QUALIFICATIONS AND SKILLS

- Groundskeeping, Maintenance, and Carpentry or Construction experience in a municipal or government organization or in private employment
- Reading/writing/communication skills as needed to understand workorders
- High school diploma

Interested applicants should submit an application and cover letter explaining their experience and interest in the position to the attention of Mayor Treva Hodges via email at Mayor@cityofcharlestown.com or via standard mail at 304 Main Cross Street, Charlestown, IN, 47111, or they may drop in the night deposit box on the exterior of City Hall. **Application review will begin Friday, September 8, 2023.**

The City of Charlestown is an Equal Opportunity Employer. If you require reasonable accommodation in completing an application, interviewing, or participating in the employment selection process please email the Human Resources representative at heather.schrimp@cityofcharlestown.com or call (812) 256-3422.