



## JOB POSTING

### STREET DEPARTMENT - CLERICAL/MAINTENANCE

We are searching for a highly motivated, capable, self-starter to join our Street Department. This is a newly created position that will perform clerical functions as well as street maintenance duties. Candidates must be multi-functional in clerical duties as well as maintenance tasks, work well in a team environment, possess a desire to learn and understand the importance of and practice excellent customer service.

**Key Responsibilities** include, but not limited to;

- Serve as reception for the street department, greeting visitors, answering phone calls, making appointments, etc.
- Perform numerous recordkeeping and administrative tasks, such as preparing quotes, bids, recording work orders, working with Indiana 811, Nipsco and REMC for service notices, etc.
- Serve as back-up, for street maintenance duties, such as, leaf, brush, limb, and yard waste pick-up, salt and/or sand spreading and snow removal, removal of debris from catch basin tops, install, repair, and replace city street signs and posts, trash collection from downtown city-owned containers, dead animal removal from city areas.
- Assist with housekeeping of the office, breakroom and restrooms within the department.

**Applicant Qualifications:**

- High School Diploma or High School Equivalency or GED
- Commercial Driver's License or the ability to obtain within 6 months of hire and maintain insurability.
- Acceptable background and driving record and pass a drug screen

**Job Classification:** Full-time/non-exempt

**Wage and Benefits:**

- Wage Range - \$20.79 – \$27.71 per hour (Start rate based on applicable experience)
- Medical, dental, and vision plans available
- Life insurance provided
- Vacation, PTO and Sick time provided
- IN Public Employees Retirement
- Uniforms and PPE provided

**Application Process:** Application packets are available at:

Angola City Police Station  
202 W Gilmore Street  
Angola, IN 46703  
Any day – 7:00am – 10:00pm

**Applications will be accepted until the position is filled.**