



CITY OF GREENSBURG

2023 SUMMER HELP/ SEASONAL EMPLOYMENT

Street Department
Wastewater Treatment Plant
Water Treatment Plant
GIS



— CITY OF —
GREENSBURG

DATE:

Monday, February 27, 2023

Dear Applicant,

At the City of Greensburg, we are committed to cultivating a community where our youth are engaged, community-driven, and civic-minded. As part of our initiative to do so, the City of Greensburg provides unique employment opportunities every summer for high school and college-age students.

I am excited to announce that the City of Greensburg is now accepting applications for 2023 summer help employment. City of Greensburg Summer Help employment has positions available in the Street Department, Water Treatment Plant, Wastewater Treatment Plant, and GIS Office.

This is a great opportunity for high school and college-age residents interested in working with the City of Greensburg part-time during the summer months, which could lead to full-time employment as determined by the Department Head and based on the availability of full-time openings.

Our summer help employees will develop foundational knowledge, communication skills, and a strong network of community leaders and organizations during the program all while gaining a greater appreciation for Greensburg, city government, and our vision for the future. Summer help employees are expected to work 40 hours per week, Monday-Friday, with a pay range beginning at \$12 an hour.

Summer help employees start on Wednesday, May 17, 2023. Adjustments may be made if employment or school conflicts with the set dates or at the discretion of the Department Head. Summer help employees will get scheduled holidays off that the city observes and may request additional time off with the supervisor's approval.

Please send the attached application, your resume, and a cover letter to Personnel Administrator Julie Nobbe at jnoble@greensburg.in.gov-- and remember to specify which position you are applying for in the subject line of your email and on the application for employment in the application packet. **Applications will be accepted until Friday, April 14, at 4:00 pm. Applications accepted after this date will not be considered.**

If you have any questions, please feel free to contact me at the information below.

Regards,

Julie Nobbe

Personnel Administrator



812-663-8582 x 3



jnoble@greensburg.in.gov



314 W Washington Street, Greensburg



March 6, 2023

JOB POSTING

JOB DESCRIPTION

POSITION: GIS Summer Help
DEPARTMENT: BZA/Engineering
WORK SCHEDULE: 8:00am – 4:00pm M-F 1hr.
STATUS: lunch Seasonal 35 hrs./week
PAY: \$12-18/hour
AGE REQUIREMENT: 18 years old
AVAILABILITY: Beginning May 17, 2023

The City of Greensburg Office of the Engineer is seeking summer help for the GIS (Geographic Information System) Office.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Season Help for the City Engineering/Building, Planning & Zoning Department responsible for maintaining records and performing various clerical functions and assigned tasks.

Requirement: Possession of a valid Indiana driver's license

Applications are available from Greensburg City Hall as well as online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit the completed application to Communications Director at City Hall.

Questions may be directed to me at the number and email address below. Thank you.

Sincerely,

Ron May
City Engineer

POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA

POSITION: Seasonal Help
DEPARTMENT: City Engineering/Building, Planning & Zoning
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. M-F or as needed
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: November 20, 2020

STATUS: Part-time

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Season Help for the City Engineering/Building, Planning & Zoning Department responsible for maintaining records and performing various clerical functions and assigned tasks.

DUTIES:

Performs various clerical duties, such as typing/copying/filing documents and computer entry.

Assists in issuing building permits, collecting fees, preparing, providing, and submitting receipts and monies to Clerk-Treasurer.

Answers telephone, providing information and assistance, taking messages, and/or transferring/directing calls to appropriate individual or department.

Assists with field investigations.

Assist with engineering field surveys and data collection.

Assist other departments as needed/directed.

I. JOB REQUIREMENTS:

High School diploma or GED

Working knowledge of Department policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, copier and calculator. Working knowledge of Microsoft Office products preferred.

Ability to understand and follow oral and written instructions/directives, and work independently, often under time pressure.

Ability to perform arithmetic calculations, maintain accurate records, and compile and prepare detailed reports.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. JOB RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to a flexible customary routine, with priorities determined primarily by supervisor. Work is reviewed for technical accuracy and compliance with legal requirements. Errors in incumbents work are usually prevented through standard check of work and are detected through supervisory

review. Decisions have considerable impact on developers and property owners which could possibly result in litigation against the City.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments and the public for purposes of exchanging and explaining information.

Incumbent reports directly to the City Engineer or Building Commissioner.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment, vehicle, and/or outdoors, involving driving to/from various sites, sitting for long periods, bending, walking on uneven terrain, can involve working in traffic, and lifting/carrying objects weighing less than 50 pounds.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Building Inspector describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

APPLICATION FOR EMPLOYMENT

City of Greensburg, Indiana *an Equal Opportunity Employer*

The City of Greensburg, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Police Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary/Seasonal work? Yes _____ No _____

Affordable Care Act Full-time? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

- Current employer _____
 Address _____ City/state/zip _____
 Phone (____) _____ Hire date _____ Job title _____
 Beginning salary _____ per _____ Current salary _____ per _____
 Supervisor _____ Title _____

Work phone _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason:

From _____ to _____ Reason:

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended Attach additional pages as needed.

Name _____

Address _____ City/state/zip _____

Diploma? Yes ____ No ____ GED? Yes ____ No ____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)

College(s) or Trade School(s) attended Attach additional pages as needed.

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)

● Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next

section. Military Branch Dates of Service Highest Rank Attained Rank at Separation

Type of Discharge _____

Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

●Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes _____ No _____ If yes, please explain:

● Have you ever been convicted of a felony that has not been expunged or sealed?

Yes _____ No _____ If yes, please explain:

● Do you have an arrest record that has not been expunged or sealed? Yes _____ No _____

If yes, please explain: _____

● Are you currently required to register as a sex offender in this or any other jurisdiction?

Yes _____ No _____ If yes, please explain (including jurisdiction of registry): _____

● List three references who are not related to you and are not former employers or supervisors:

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

● I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

● I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

● I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

● I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

The following sections to be completed by Police Department applicants only:

● I understand that the employer provides Police service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Police Department, I may be required to work evening shifts or night shifts, including weekends.

Initials: _____

● I understand that if I am hired as a sworn officer on the Police Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials: _____