

JOB DESCRIPTION

JOB TITLE: Service & Maintenance Apprentice

July 27, 2026

The City of Greendale is currently looking for a Service & Maintenance Apprentice to fill an open position in their water department.

Experience:

Entry Level Position

Department: Water Department

O.T. Status: on call/as needed

Reports To: Working Water and Sewer Foreman

Subject to Drug Testing: yes

Positions Supervised: None

Hourly Wage: \$26.43

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by employees in this job. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SUMMARY

Under the direction of the Working Water & Sewer Foreman, responsible for the proper installation, operation and maintenance of the water and sewer system for Greendale Utilities. Also, all related water and sewage facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Water & Sewage Department in general construction and maintenance of the water and sewage system of Greendale Utilities.

Performs the duties of a laborer through a Service & Maintenance Apprentice.

Ensures work performed in accordance with Utility Construction Standards used by Greendale Utilities, OSHA work rules and all Safety Manual rules.

Prepare reports related to vehicles and construction equipment ensuring are all operating safely and are in good repair.

Attend seminars and continuing education classes to enhance technical skills.

Learn to operate the water distribution system and the wastewater collective system and all required machinery and tools involved with water and sewage.

The employee must wear all safety items associated with work responsibilities.

Participant in service call out rotation and performs all other duties as required.

QUALIFICATIONS

KNOWLEDGE AND ABILITIES

High school education or equivalent required. Strong verbal communications skills necessary in order to deal with a wide range of personalities both inside and outside the organization. Able to make informed immediate decisions in emergency situations. Have a valid Indiana driver's license and a CDL or able to obtain CDL within the first 6 months. Must be able to lift weights of up to 90 pounds.

PHYSICAL REQUIREMENTS

The physical activity expected is balancing, stooping, crawling, climbing, kneeling, reaching, standing, pushing, pulling, lifting, and repetitive motions.

Must be physically, mentally and psychologically able to perform all the required duties. Position requires physical strength, finger and limb dexterity, and mobility.

Must have ability to climb poles and to work poles or in an aerial lift at various heights.

Must be able to lift wights of up to 90 pounds.

WORKING CONDITIONS

The minimum working conditions require the employee to work both inside and outside, exposed to noise and adverse atmospheric and environmental conditions.

PROGRESSION SCHEDULE

Service & Maintenance Apprentice – 12 months

Service & Maintenance Person “B” – 12 to 36 months

Service & Maintenance Person “A” -

It is the City’s desire that the employee will reach the maximum level of progression within two (3) years from position transfer or hire date. Progression for each step will involve the passing of the State of Indiana Water Works Operator Certification Exams required by Greendale Utilities along with a positive job performance evaluation.

X

Employee

Date

