



Job Opening

The City of Huntingburg

Is seeking to fill a part-time position:

Water Miscellaneous Labor

This part-time position reports to and receives direct supervision from the Water Superintendent and Crew Chief. This position performs unskilled manual tasks that may require the use of tools and equipment.

Job duties include the following, but are not limited to:

- Perform data entry into GPS & GIS system
- Perform computer data entry
- Ability to perform a variety of routine to difficult duties that may include operating a computer, calculator and other office equipment
- General housekeeping duties
- Stock supplies and receive incoming shipments

Skills and knowledge:

- Must possess a valid Indiana Operator's License and demonstrate a safe driving record
- Ability to understand and follow written and oral instructions
- Ability to work with others in a team environment

Physical & Working Conditions:

- Occasional work outside with exposure to traffic noise, dirt, dust, chemicals and inclement weather
- Duties may involve driving for long periods, standing, walking, lifting, carrying objects weighing up to 50 pounds, kneeling, and crouching

Applications are available at the City Hall Receptionist Desk located at 508 E. 4th Street Huntingburg, IN 47542 Monday through Friday 8am to 5pm.

Please contact the Water Superintendent, Jerry Austin, at 812-683-2211 ext. 3077 with any questions regarding this position.

Applications accepted until 5:00pm on Friday, May 12th, 2023.

Applications/Resumes may be turned into or sent to:
City of Huntingburg Office Manager
508 E. 4th Street, PO Box 10
Huntingburg, IN 47542

The City of Huntingburg is an Equal Opportunity Employer.