



# **CITY OF INMAN, SOUTH CAROLINA**

## **JOB DESCRIPTION**

### **MAINTENANCE DIVISION STAFF**

#### **City of Inman**

Located in the foothills of Upstate South Carolina, Inman is a growing community with small town charm. The city is conveniently situated at the intersection of Interstates 26 and 85, putting us within a short drive of the Charlotte, Asheville, Greenville, Columbia, and Atlanta metro regions. The city is just a 10-minute drive from downtown Spartanburg, with all its cultural, dining, and entertainment amenities.

The city offers a high quality of life with walkable, attractive neighborhoods. The growth that's occurring across the Upstate is making its way to Inman, with construction anticipated to start in several large subdivisions that have recently been annexed into the city. The Inman Mills renovation project is complete, with 159 apartments.

Inman's historic downtown is an asset with great potential—even more so now that a major streetscape renovations project has been completed in the central business district.

The city holds several events throughout the year, including the annual Harvest Day that draws thousands of people from across the region.

Spartanburg District 1 schools serves the city with an elementary school, intermediate and junior high schools, and a high school. District 1 is known across the state for its high academic achievement and standards.

To learn more about the City of Inman, visit our website, [www.CityofInman.org](http://www.CityofInman.org).

## **City Governance and Staff**

The city functions under the council form of government, where the City Council exercises collective responsibility for the governance of the city. The City Council delegates day-to-day management of the city to the City Administrator, who serves as the chief administrative officer.

The City Administrator is appointed by and reports to the 5-member City Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and City Councilmembers are elected to staggered, 4-year terms with the next election taking place in November 2023.

Inman is a full-service city with a police department, fire department, and a wastewater treatment plant. The city also has a streets maintenance department and municipal court. The total city budget is \$4.86 million. General fund operations comprise \$2.22 million of the total budget, with the wastewater treatment enterprise fund totaling \$2.05 million. Several special revenue funds make up the remainder.

## **Maintenance Division Information**

The City of Inman Maintenance Division is a piece of our Public Works Department. The Maintenance Division is comprised of a Maintenance Supervisor, one Maintenance Staff, and a part-time staffer. The function of the Maintenance Division is to maintain the overall cleanliness of the city. This could include, but is not limited to, cleaning streets, issuing of trash cans, minor building repairs, special event setup and tear down, coordinating with local and state agencies for stormwater and road repair and mowing of all city owned rights-of-ways.

## **Maintenance Staff Job Duties:**

- Operate light and heavy trucks, street sweeper, backhoe, tractor and other contractor and power drive equipment.
- Perform snow removal activities. (Power equipment and manually)
- Repair catch basin, curbs, sidewalks, outfalls, driveways, and other structures
- Repair and patch streets. Pothole patching, raking asphalt, ability to follow grades.
- Assist in maintaining public buildings.
- Install, repair, and replace traffic, street, and other signs.
- Maintaining public roadways to ensure the safety of the motoring public.
- Service general equipment.
- Perform varied landscaping and grounds maintenance work. Pruning of trees/shrubs, chip brush.
- Expected to deal with the public and coworkers in a courteous and respectful manner and perform duties in a safe and efficient manner.
- Cleaning catch basins, stabilizing pipe outfalls.
- Drainage pipe installation and trench work.
- Traffic direction, work zone safety

## **Knowledge Required by the Position:**

- Reasonable knowledge of work methods, practices and procedures involved in a variety of public works, construction, maintenance, and repair services
- Reasonable knowledge of street, sidewalk, water line, sewer line, buildings, and grounds maintenance work.
- Reasonable knowledge of the operation of trucks and other automotive and power-driven equipment and tools.
- Ability to perform heavy manual labor under all types of weather and other conditions.
- Ability to understand and follow verbal and written instructions.
- Familiarity with streets and other locations in the city.
- Physically active and strong.
- Ability to work effectively with other employees and the public.
- Be generally available for off hour emergencies and weekends on call
- Ability to work under emergency conditions winter and summer up to 24 hours per day
- Basic computer knowledge
- Some experience in a variety of public works equipment operation, maintenance, construction, and repair task

## **Qualifications:**

- Must be a minimum of 21 years of age.
- Possession of a valid driver's license issued by the State of South Carolina in good standing
- Must be able to successfully complete a background check
- High school diploma or equivalent.

## **Position Hours:**

- Full time, Monday-Friday, 8-hour shifts
- Recall to work due to emergencies and inclement weather possible
- Weekend and Special Event coverage could be requested

## **Pay Info:**

- Yearly salary for the position will range between \$30,000 and 36,000.
- Experience will be considered.

**Benefits:**

- Participation in the SC local government employee retirement system.
- Health, vision, and dental insurance benefits provided through the SC Public Employee Benefit Authority.
- *Insurance costs are covered by the City for all full-time staff.*
- Life insurance and short-term disability benefits.
- The city will provide professionally educational opportunities.
- Ten paid holidays over the course of a year

**How to apply:**

Applications can be found online at [www.cityofinman.org/employment.php](http://www.cityofinman.org/employment.php)

**Deadline:**

Open Until Filled

The City of Inman is an Equal Opportunity Employer. All job offers are contingent upon successful completion of a drug screen and various background investigations which may include criminal history, driving record, credit report, employment history, education verification and personal references.