

Job Title:	Facility Maintenance Worker	Job Category:	Municipal
Department:	Maintenance	Job Code/ Req#:	M-11-M
Location:	City Shop	Travel Required:	No
Rate of Pay:	\$18/hour	Position Type:	Regular Part-Time
Supervisor:	Mayor	Date posted:	02-01-2024
Will Train Applicant(s):	yes	Posting Expires:	When filled
Job Description			
<p>Job Purpose:</p> <p>Maintains all city property, equipment, grounds, buildings, and roads.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Maintain City shop inventory in order to perform routine repairs and general maintenance. Order parts utilizing purchase orders which are turned into treasurer at the time order is placed. • Maintain schedule for building inspections and repairs. • Prioritize and complete projects list generated by council and City office. • Maintain and keep in good working order all city equipment. • Perform grounds keeping duties on City property to include: cleaning public bathrooms, mowing, chipping, weed eating, operating heavy equipment, etc. • Maintain safe walking areas in winter time to include snow and ice removal. • Maintains safe and neat work area including light cleaning to keep the area free of clutter and walking hazards. • Promote a positive professional image of City business and information. • Observe safe work practices by using PPE such as safety glasses, gloves, and work boots. • Employee must follow rules outlined in City employee handbook. • Perform other duties as assigned. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Telephone Skills, Verbal Communication, Microsoft Office Skills, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, research, independent problem solver. • Carpentry general knowledge. • Vehicle mechanical general knowledge. • Electrical system general knowledge. • Equipment operation general knowledge. • Valid driver's license. • Able to lift and carry up to 50 pounds. 			

JOB OPENING AT THE CITY OF COFFMAN COVE – APPLICATIONS AVAILABLE AT CITY HALL

Mayor Sign:_____ Employee Sign:_____

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