

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

Job Purpose:

Maintains all city property, equipment, grounds, buildings, and roads.

Duties:

- 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.

Skills/Qualifications:

- 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: _____

Mayor Sign: _____ Employee Sign: _____