



EXTRA HELP/PART-TIME MAINTENANCE WORKER

Under supervision, performs a variety of tasks to assist others in operation and maintenance functions. Performs related responsibilities as required.

This is the entry level position assigned work under close supervision in the performance of a wide variety of routine operations and maintenance tasks that do not require previous experience. Generally, work is observed and reviewed during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise.

KEY RESPONSIBILITIES:

- Assist in the preventative maintenance of equipment.
- Perform routine preventative maintenance tasks.
- Oils, greases and cleans equipment as directed.
- Perform heavy manual labor and ground maintenance work.
- Refurbish equipment and structures.
- Maintain equipment and machinery.
- Perform basic carpentry, plumbing, electrical and painting tasks utilizing hand and power tools.
- Replace fluorescent tubes, light bulbs, and ballasts.
- Operate city vehicles and equipment to perform duties.
- Drive and operate heavy trucks and specialized vehicular equipment.
- Install signs, traffic cones, and barricades.
- Paint building surfaces, furniture, fixtures, signs, traffic control lines, etc.
- Perform related duties as required.

REPORTING RELATIONSHIPS:

This position reports to the Public Works Supervisor.



DESIRABLE QUALIFICATIONS:

Knowledge of/Skill in/Ability to:

- Learn the operations of various equipment.
- Perform minor repairs on pumps, valves and other equipment.
- Perform heavy manual labor and ground maintenance work.
- Develop and maintain effective working relationships.
- Communicate effectively in written and oral form.
- Understand and follow oral and written instructions.
- Basic math.
- Basic carpentry, plumbing, electricity, and pipefitting.
- Check, test, install and repair electrical equipment.
- Repair and install plumbing fixtures.
- Use power and hand tools.
- Read and understand maintenance instruction manuals.
- Give and follow verbal and written instructions.
- Demonstrate and observe safe work practices.
- Establish and maintain effective working relationships with employees and the general public.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying.

- High School graduation or G.E.D. equivalent.

SPECIAL REQUIREMENTS:

- Valid Driver's License by time of appointment.



PHYSICAL STANDARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift an/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

COMPENSATION AND BENEFITS:

- Department: Public Works – Unrepresented Employee
- Salary: \$18-\$22 an hour – starting pay based on qualifications

CONTRACT PERIOD AND EXPECTED HOURS:

- 6 TO 12 MONTHS
- 16 TO 24 HOURS A WEEK