

PART TIME MAINTENANCE POSITION

MAINTENANCE ASSISTANT:

The Maintenance Assistant reports directly to the Director of Utilities.

Responsibilities:

Mowing and weed eating.

Reading of meters.

Listing of water leaks discovered during meter reading.

Assist Maintenance Supervisor with all duties.

Hours will vary but not to exceed 20 hours per week.

Duties include: mowing, weed eating, maintaining the outdoor appearance of all City property, read water meters once a month, completing and finalizing work orders, help in maintaining all City machinery, keep inventory of tools and water meters, and assist the Maintenance Supervisor with their assigned duties or special projects.

If interested, please stop by City Hall and fill out an application and submit a resume.