

City of Alamo
Job Description

JOB TITLE:	Maintenance Level I	APPROVED BY CITY COMMISSION
DEPARTMENT:	City Manager	DATE:
DEPT. NO:		SALARIED:
SUPERVISOR:	City Manager	HOURLY: 12.00/HR
FULL TIME:	XXX	EXEMPT:
PART TIME:		NON-EXEMPT: XXX

JOB SUMMARY: Under supervision, performs various jobs in general maintenance and development of all City facilities, which require skill, ability, and knowledge of maintenance; and do related work as required.

ESSENTIAL JOB FUNCTIONS: Operates various equipment and hand tools as per project Repairs objects and structures as required. Maintains and cleans restrooms and various public facilities. Responsible for upkeep and replacement of cleaning, repairing, and maintaining building systems, fixtures, and equipment.

OTHER JOB FUNCTIONS: Operates various push-type or hand-held power tools performs maintenance upkeep at City facilities, to include installation of holiday decorations.

WORKING CONDITIONS AND PHYSICAL DEMANDS: Outside, extreme weather conditions (hot and cold), works bent over, kneeling, for extended periods of time.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES: Completion of Sixth grade, high school diploma/GED.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS: Use of general maintenance procedures and use of other equipment with skill and safety. Knowledge of cleaning chemicals and paints

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

“Maintenance”

Print name

Signature

Date