

PART-TIME MAINTENANCE POSITION

GENERAL STATEMENT OF DUTIES:

Perform skilled and semi-skilled tasks in the operation, maintenance and improvement of City property, facilities, equipment.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Responsible for the varied maintenance tasks for City grounds, equipment, and facilities. Works as a member of a crew on public grounds maintenance projects; may work independently, to include golf course, parks and other City properties.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Public Works Maintenance Staff.

KEY PERFORMANCE AREAS: (For illustrative purposes only.)

1. Must be able to safely operate and provide daily maintenance to a wide variety of equipment, including mowers, greens mowers, tractors, and a variety of hand equipment, familiarity with golf course equipment beneficial;
2. Ensures the security of all City property and equipment installed or maintained;
3. Follows procedures to insure the personal safety of the public and City employees;
4. May work irregular hours, shifts, weekends, holidays, and evenings;
5. Other duties as assigned.

AGE REQUIREMENT:

Applicant must be 18 years of age or older.

EDUCATIONAL AND TRAINING REQUIREMENTS:

A valid drivers license with an acceptable driving record.

EXPERIENCE:

Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to attain the key performance requirements is required.

ABILITY TO:

Work as a member of a group and independently with a minimum of supervision; train or otherwise share expertise with other employees; perform physical labor in frequent adverse weather conditions; sufficiently perform the physical requirements of the classification; understand and carry out oral and written instructions; make efficient use of maintenance tools (hand and power); perform effective written and oral communication to maintain effective working relationships with other employees, supervisors, and the general public.

NECESSARY PHYSICAL REQUIREMENTS:

Must be physically capable of working in adverse weather conditions; must be capable of heavy lifting, frequent twisting, pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level, sitting and operating mowers/tractors for extended periods of time. Must be able to work out of doors the majority of time regardless of weather conditions.

THE CITY OF COTTAGE GROVE IS A DRUG FREE WORK PLACE