

City of Pell City

1905 1st Avenue North

Pell City, AL 35125

205-338-2244

VACANCY NOTICE

Post date: February 6, 2017

POSITION TITLE: Part-Time Maintenance Worker (Park & Rec)

ANTICIPATED START DATE: TBD

SYNOPSIS: This semi-skilled position entails general labor in maintenance and upkeep of recreational facilities, buildings, grounds, and pools assigned. Work is performed under general supervision and is inspected in progress and upon completion when possible to assure compliance with established policies and procedures. Incumbent works under general supervision of the Maintenance Supervisor.

QUALIFICATIONS:

- High School or GED. Required
- Must be 18 years of age.
- Refer to job description

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Range 1 - \$9.89 per hour

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA
PARKS & RECREATION DEPARTMENT**

MAINTENANCE WORKER - General

JOB DEFINITION

This semi-skilled position entails general labor in maintenance and upkeep of recreational facilities, buildings, grounds, and pools as assigned. Work is performed under general supervision and is inspected in progress and upon completion when possible to assure compliance with established policies and procedures. Incumbent works under general supervision of the maintenance supervisor.

ESSENTIAL FUNCTIONS

- Maintain buildings, grounds, and pools.
- Receive oral or written assignments which may be accompanied by rough sketches or drawings.
- Perform routine labor as required.
- Operate grounds and facilities maintenance equipment such as lawn mowers, trimmers, and buffers.
- Perform other job related tasks/duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the preventative maintenance techniques and requirements for buildings, swimming pool filtering system, and recreational facilities.
- Knowledge of occupational hazards and safety rules including accident causation and prevention.
- Knowledge of the materials, methods, practices, and equipment used in building maintenance.
- Skill in writing to complete required forms and records.
- Skill in reading to understand manuals, directives, instructions, and procedures.
- Skill in the operation of cleaners, strippers, buffers, and waxes.
- Skill in maintaining plants, sod, and shrubbery.
- Skill in sanitizing public restrooms and shower areas.
- Ability to operate zero turn mowers, tractors with loader, skid steer, and other light duty equipment.
- Ability to exercise some judgment and initiative in planning and carrying out work assignments.
- Ability to communicate to department head.
- Ability to work well with the general public and other necessary contacts.
- Ability to establish and maintain effective working relationships with associates, supervisors, administrative staff, and the general public.
- Ability to perform strenuous work and lifting requiring freedom of bodily movement and conditioning.

QUALIFICATIONS

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).

QUALIFICATIONS (Continued)

- Must be willing to work overtime and weekends as required.
- Must be physically able to perform the essential functions of the position.
- Must possess a valid Alabama Driver's License and a driving record suitable for insurability.