

City of Valley Mills - Maintenance (General & Groundskeeper)

Job Details:

Full-time: \$12 - \$15 an hour

Qualifications:

At least 1 – 3 years' experience in grounds keeping and/or general maintenance.

Experience or knowledge of lawn care, tree and shrub removal preferred.

Must be able to work in a team environment and have a strong work ethic.

Have proven ability to independently manage multiple tasks and projects with competing priorities and deadlines.

Ability to remain focused, efficient, and effective in managing multiple priorities.

Must be able to lift 25 – 50 lbs.

Must have a valid driver's license and dependable transportation.

Ability to work in a fast-paced environment and maintain effective working relationships with co-workers and management team.

Must be legally eligible for employment in the U.S.

Pre-employment drug screening and background check required.

High school diploma or GED

Full Job Description:

Reports to: City Secretary / Mayor

Job Summary: The Maintenance Groundskeeper / Porter is responsible for performing general maintenance duties and overall upkeep of the community landscape and exterior of all the City properties. Areas to maintain include but not limited to: City Hall, Old City Hall, Santa Fe Park, Boy Scout Park, and the City of Valley Mills in general which include roadways and common areas within the City which include; recreation areas, building exteriors, trash removal. The Maintenance Groundskeeper will work with the Supervisor coordinating and managing all necessary project resources from start to finish on time and within budget.

Job Responsibilities including but not limited to:

Performs daily grounds keeping and cleaning of the City of Valley Mills properties, roadways, right-of-ways, and alley ways which include but not limited to: mowing, shredding, weed eating, weed pulling, trimming foliage, tree trimming, pressure cleaning, removing of trash, leaves and debris as necessary.

Performs essential general maintenance / repair duties including but not limited to: electrical, building, plumbing, landscaping, painting, carpentry, and basic remodeling (if applicable).

Assist Water & Sewer Maintenance crew with tasks as necessary.

Ensure all maintenance equipment and supplies are accounted for at all times.

Assist in maintaining inventory and security of all maintenance equipment and supplies related to the facility and grounds.

Respond to all work orders in a timely manner.