



JOB OPPORTUNITY

Part-Time Properties Maintenance Technician

Current Hourly Pay Range: \$15.77 - \$20.33 Teamsters Level 1
(depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is accepting applications for the position of part-time Properties Maintenance Technician to perform responsible labor and operational tasks within a Division or Divisions within the Public Works Department. Each position in this class may perform and/or assist in the operational tasks of a single functional area or multiple functional areas within the department. There is currently one (1) vacancy in the Cemetery Division of the Public Works Department.

Minimum Qualifications

Please review the Minimum Qualifications section found on the attached job description.

How to Apply

Employment application forms may be downloaded [here](#). Completed employment application must be submitted via email to shavranek@hudson.oh.us or faxed to (330) 342-1794 City of Hudson/HR, Attn: Part-Time Maintenance Technician. **Completed application must be received no later than 4:00 p.m. on Friday, July 1, 2022.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 06/16/2022

PROPERTIES MAINTENANCE TECHNICIAN

FLSA Status: N

Class Code: TEAMSTER

Updated: 11/28/2018

CLASS SUMMARY

Under the direction of a division or department superintendent or designee, this position assists with general laborer duties in public buildings or facilities and performs general housekeeping duties in or at publicly owned property and facilities. Work involves maintenance of building interiors and exterior areas on public infrastructure. In order to accomplish a number of the maintenance tasks, employee may be required to work hours different from the regularly scheduled hours. Employee must be able to utilize all equipment listed for this class.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Performs routine housekeeping tasks such as vacuuming, spot cleaning carpet, dusting, dust mopping and wet mopping, sanitizing restrooms, filling paper dispensers, wiping counter tops, cabinets, sinks water fountains.

Performs regular janitorial duties such as pick-up and disposal of garbage or trash from meetings or outside areas.

Directs the need for repairs of any equipment or structures to the Superintendent or designee.

Replaces lights in office, outside or emergency lighting locations.

Uses a wide variety of hand tools while assisting with cleaning, repair or maintenance duties.

Performs outside maintenance duties associated with mowing, landscaping walkways or flower beds, such as mowing, pruning, mulching, weeding, watering, raking, digging, planting, or maintenance of outside areas by sweeping, picking up litter and snow and ice removal on walkways or entrance/exit areas and parking lots.

Performs inside building housekeeping duties such as cleaning, sweeping, paint preparation, painting, washing of floors, walls or equipment areas.

May assist higher skilled employees with repair, cleaning and/or painting of equipment.

May be assigned to work in a variety of different departmental or divisional operations.

Performs courier/messenger service as directed.

Performs other related tasks as assigned by the supervisor.

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Must establish and maintain effective working relationships with supervisors, employees, vendors, contractors, residents, City Officials and the general public.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Must follow and comply with City rules and policies.

Must have regular, reliable and punctual attendance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The physical demands and working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel crouch, or crawl; and talk or hear.

The employee must regularly lift and/or move up to 75 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions for extended periods of time as well as inside building interiors, with some outside conditions being very adverse.

The employee frequently works near moving mechanical equipment or equipment parts and is occasionally exposed to toxic or caustic chemicals and vibration.

The noise level in the work environment may vary from moderate to high.

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MINIMUM QUALIFICATIONS

Graduation from an accredited high school or G.E.D.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, repair and procedure manuals. Ability to follow oral and written instructions. Ability to speak effectively to communicate with the public and other employees.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to apply common sense understanding to carry out supervisor's or mechanic's instructions furnished in written, oral, or diagram form.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Must possess a valid State of Ohio driver's license.