

Town of Dutch John



P. O. Box 235
Dutch John, UT 84023
www.dutchjohn.org

Employment Application Opportunity Maintenance Employee

TOWN OF DUTCH JOHN

JOB TITLE – Maintenance Employee

OPENING – September 12, 2023. Please send application and resume to info@dutchjohn.org.

CLOSING – Open until filled.

GENERAL PURPOSE –

Performs a variety of basic maintenance duties assisting with upkeep on town facilities including Conference Hall, Fire Station, Old Post Office, Cemetery, lawns, roads, etc., requiring skill in grounds maintenance and custodial care. This is a part-time position, ineligible for benefit programs (limited hours position).

COMPENSATION –

Employee will be compensated at a rate of \$15-20 per hour depending upon experience, working less than an average of twenty (20) hours per week (part-time, limited hours).

TOOLS/EQUIPMENT –

Town will provide the tools and equipment necessary to complete various tasks.

SUPERVISION RECEIVED –

Works under the general supervision of the appointed Town Council member.

ESSENTIAL FUNCTIONS –

Facilities Maintenance: Assists in general maintenance and upkeep of all town facilities and environs; utilizes basic equipment, various hand and power tools on a daily basis to complete snow removal, carpentry, electrical work, plumbing, HVAC, painting, housekeeping, lawn care and related projects. Performs preventive maintenance on facility systems and equipment; maintains HVAC system, including VAC boxes; calibrates thermostats; electrical systems, pneumatic controls, electrical and electronic controls, actuators, vehicles, etc. Assists in maintaining, repairing, replacing electrical components; light fixtures, outlets, switches, and routine wiring. Performs various seasonal building and grounds maintenance functions; assists in performing painting on interior and exterior structures; assists in performing environ beautification and weed control.

Roads: Maintain storm drain system, plow snow, organize volunteer snow plow drivers, control weeds along roadside, ect.

Cemetery & Parks: Assists with maintaining parks properties and cemetery grounds; operates backhoe, 1 ton dump truck, mowers and trimmers; monitors and ensures timely manual irrigation of properties; makes repairs to irrigation systems and equipment. Performs related duties as assigned.

MINIMUM QUALIFICATIONS –

1. Education and Experience

- A. No formal education is required.
- B. One (1) month of experience involving responsible lawn care and building maintenance and other related fields.
- C. Must possess a valid driver's license.
- D. Must be able to lift a minimum of 75 pounds.

2. Knowledge, Skills, and Abilities

Minimal knowledge of construction equipment, techniques and methods related to carpentry, plumbing, electronics, or electrical wiring; methods, materials and equipment used in general custodial work; operation and minor maintenance and repair of plumbing fixtures; electrical and mechanical systems, small motors, etc.; interpersonal communication skills. Ability to determine needs for services and supplies necessary to carry out multiple maintenance tasks; lift and carry moderately heavy materials; establish and follow through on work priorities.

3. Special Qualifications: Must be able to move objects weighing up to 75 lbs. Must possess a valid driver's license.

4. Work Environment: Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. The applicant should possess typical dexterity in their eyes, hands, and fingers. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel is required in the normal course of job performance. Occasionally exposed to high workplaces, volatile materials, electrical hazards, and toxic materials. Essential functions of the job require arm, hand, leg, and back strength.

Disclaimer: is an Equal Opportunity Employer and does not discriminate against the disabled in employment services. The above statements describe the general nature, level, and type of work performed by the Employee. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. The Town will continually add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.