

Job description:

Maintenance Manager, City of Dietrich, Idaho

Employment Type: Full-Time

Hours: Typically Monday–Friday, 32 flexible/floating hours per week (e.g., usually 9:00 AM – 3:00 PM, with some Sat/Sun testing requirements possible; flexibility based on needs like emergencies or seasonal work)

Salary Range: \$19.00 – \$23.00 per hour, depending on experience and qualifications (DOE)

Job Summary

The City of Dietrich (population ~400) is seeking a dependable, hands-on Maintenance Manager to manage and perform maintenance for city buildings, parks, grounds, and water/sewer systems. This working-manager position supervises one part-time worker and handles daily operations, preventive maintenance, water usage monitoring, winter snow removal, and emergency responses in our tight-knit rural community. The role offers flexible scheduling and the chance to make a meaningful impact.

Key Responsibilities

- Perform and oversee routine/preventive maintenance on city buildings (e.g., City Hall, community facilities), parks, playgrounds, grounds, and landscaping.
- Operate, monitor, and maintain the city's water and sewer infrastructure, including pumps, lines, basic treatment, and compliance checks.
- Supervise, train, schedule, and direct one part-time maintenance worker to ensure efficient, high-quality work.
- Manage winter snow and ice removal for city streets, sidewalks, parking areas, and facilities using available equipment.
- Conduct inspections of buildings, parks, and utilities to spot hazards, ensure safety, and comply with state/federal regulations and local building codes.
- Handle hands-on repairs in plumbing, basic electrical, carpentry, painting, groundskeeping, and equipment operation (e.g., mowers, tractors, backhoe, snowplow).
- Coordinate with contractors for specialized repairs or inspections.
- Respond to after-hours emergencies and on-call duties as needed (e.g., water issues, heavy snow).
- Keep accurate records of maintenance activities, inventory, and logs; prepare basic reports for City Council or administration.
- Purchase supplies and materials responsibly within budget limits.
- Promote safe practices and adherence to OSHA and other standards.
- Perform additional duties to support city operations in a small-town environment.

Qualifications

Required:

- High school diploma or GED.

- 3–5 years of relevant experience in building/grounds maintenance, utilities or related trades
- Valid Idaho driver's license (CDL not required).
- Knowledge of operating/maintaining small equipment (mowers, tractors, snowplow truck, utility gear).
- Understanding of basic building codes, safety protocols, and preventive maintenance.
- Ability to do physical work, lift up to 50 lbs., and work outdoors in all weather
- Self-starter who can work independently with little direct supervision.
- Position reports to the mayor.

Preferred:

- Idaho Rural Water Association (IRWA) Drinking Water and Wastewater Operator license (or willingness to pursue; City will pay licensure).
- Prior municipal/small-town experience, especially with water/sewer and maintenance operations
- Basic computer skills for records, email, and simple reporting.

Benefits

- Competitive hourly pay with potential for increases.
- Paid holidays, vacation, and sick leave (pro-rated based on hours and time in position).
- Tools and safety equipment provided.
- Flexible schedule to accommodate personal needs and seasonal demands.
- Opportunity to contribute directly to a friendly, rural community.

The City of Dietrich is an equal opportunity employer committed to fair hiring practices.

To Apply:

Email your resume, brief cover letter, and references to:

clerk@dietrichidaho.com

(Attn: Maintenance Position)

Or mail/drop off in person:

City of Dietrich

35 W 1st St

Dietrich, ID 83324

Applications are accepted until the position is filled. For questions, call City Hall at (208) 544-2102.

Job Type: Full-time

Work Location: In person