

City of Clinton Job Description

JOB TITLE: Property Maintenance and Events Assistant

Exempt: No

Location: Olde Towne Depot, City Hall, Visitor Center,
Olde Towne, and Town Spring Park

Salary Level Range:

Shift: 8 hours with some evenings and
weekends

Supervisor: Main Street Department

Department: Main Street Clinton

SUMMARY: This is skilled work in the operation of light to medium equipment and labor as required. Work involves responsibility for the safe and efficient operation of automotive equipment including but not limited to: pickup trucks, hauling a 12' trailer, occasional operation of a bucket truck may be required, driving medium-size tractor to pull land train, operation of golf carts, power mower, or similar equipment. Employee may be required to operate a variety of specialty equipment including but not limited to: pressure washer, power trimmers, leaf blower, electric trimmers, and the like. Operation of equipment is a predominant task although other work will be performed. Basic maintenance skills required but not limited to: light carpentry, basic plumbing (for fountains), exterior building cleaning, light electrical work (maintenance of downtown decorative lighting), interior cleaning as needed, and routine building maintenance. Additional responsibilities include tasks to assist with city event set-up and event clean-up as well as routine maintenance at City Hall, Clinton Visitor Center, Olde Towne Depot, Olde Towne, and Town Spring Park.

Assignments are received in the form of specific orders to accomplish a specific task. Work may be performed without direct supervision after instructions are received. Daily recap will be requested at end of work period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ability to work closely with Main Street Director, Main Street Assistant Director, Visitor Center Director, Olde Towne Depot Director, and the Mayor's Administrative Assistant.

Performs daily maintenance of the property and grounds at City Hall, the Visitor Center, Olde Towne Depot, and Town Spring Park to include litter control, landscaping, watering, restroom cleaning at Visitor Center, and routine maintenance.

Routine maintenance includes daily trash removal, sidewalk cleaning, seasonal planting, painting, staining, and cleaning of all assigned areas.

Inspects Department equipment for maintenance problems. Performs routine checks on equipment to determine maintenance needs.

Ability to operate all Department equipment.

Uses tools as required to operate all Department equipment.

Acts as a leader in daily assignments.

Provide a safe, clean and pleasing appearance at all city locations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma, GED, vocational school or previous experience in property or grounds maintenance preferred.

Certifications, Licenses, and Registration: A valid MS Driver's License

Language Skills: Ability to read, analyze and interpret information, understand and follow oral and written instructions. Ability to write routine reports, logs, and weekly notes.

Mathematical Skills: Ability to perform basic math and basic measurements.

Reasoning Ability: Ability to use and apply common sense and understanding. Apply basic logic or reason in routine and non-routine functions of operation, maintenance. Ability to carry out and imply simple one or two step instructions, ability to carry out and imply detailed instructions; ability to deal with problems in a standardized; unexpected or unsupervised situation; define and problem solve.

Other skills: Skill growth may include learning to operate a variety of equipment for grounds and property maintenance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation which does not create undue hardship will 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 talk and hear; frequently required to use hand and fingers to feel, control and operate power tools and equipment. Employee is required to frequently stand, walk, sit, crouch, climb, balance, stoop, kneel, and reach with hands. Employee must regularly lift and/or move up to 75 pounds. Specific vision requirements include close vision, peripheral vision, distance vision and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving equipment; occasionally exposed to electrical shock regularly exposed to moderate to very loud noises. The employee frequently works outside in extreme weather conditions from rain and cold to extreme heat; is exposed to humid/wet conditions, fumes, airborne particles and vibration, and occasionally toxic chemicals.