



JOB OPENING

PUBLIC WORKS MAINTENANCE WORKER

ESSENTIAL JOB FUNCTIONS

The Public Works Maintenance Worker is responsible for daily execution of routine maintenance in one or more of the following areas: Town vehicles, Town buildings (concrete, plumbing, electrical), mechanical equipment, streets (includes curbs, sidewalks, alleyways, signs, gutters, and drainage systems), parks and open-space, sewer infrastructure, and janitorial services.

PRIMARY DUTIES (INCLUDING BUT NOT LIMITED TO):

- Maintaining grounds and landscaping, including mowing and edging turf, trimming trees and shrubs, and applying insecticides and herbicides.
- Installing, repairing, and maintaining irrigation systems.
- Operating various machinery (lawn mowers, weed eaters, edgers, vacuums, etc.).
- Setting up and removing barricades, lane cones, and signs to channel traffic around work crews.
- Removing litter and debris from Town facilities, alleyways, and streets.
- Maintaining and repairing streets, including spreading aggregate, raking and tamping asphalt, and painting street lane markings and curbs.
- Cleaning drainage ditches and storm drainpipes.
- Installing, repairing, and replacing street signs.
- Installing, maintaining, and repairing mechanical equipment.
- Servicing and repairing HVAC.
- Maintaining and repairing plumbing in Town facilities.

REPORTING RELATIONSHIPS:

- Reports to and receives direction from the Public Works Manager.
- Does not supervise other positions.

REQUIRED KNOWLEDGE AND SKILLS (INCLUDING BUT NOT LIMITED TO):

- Knowledge of OSHA and general safety practices and regulations.
- Knowledge of working methods, procedures, and equipment used in parks/grounds maintenance, vehicle maintenance and repairs, streets maintenance, and/or building maintenance.
- Skilled in establishing and maintaining effective working relationships with other employees, management, and members of the public.
- Working knowledge of fertilizers, insecticides, herbicides, and soil builders.

QUALIFICATIONS:

- **Education:** High school diploma or GED preferred.
- **Experience:** At least one year of experience in parks/grounds, vehicle, streets, and/or building maintenance preferred.
- Other combinations of education and experience that meet the minimum requirements may be substituted.
- Must possess a valid Arizona driver's license and be physically capable of operating vehicles safely. Must maintain a safe driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must be able to work outdoors in all types of weather for prolonged periods of time.
- Must be able to read, write, measure, and do simple mathematical calculations.
- Must be able to lift 50 lbs. of weight without assistance.
- All positions may require drug screening as a condition of continued employment.
- Ability to perform active work for long periods of time, walking, standing at least 75% of the time, and ability to concentrate.
- Ability to bend or stoop repeatedly or continually over time to perform maintenance services and related duties.
- The potential for hazardous or unpleasant conditions exists. Training in safe work methods essential to personal and collective safety is required.

FLSA DESIGNATION: Hourly/Non-exempt. **CLASSIFICATION:** Full time (40 hours/week).

PAY: \$15 per hour.

APPLICATION PROCESS

To apply, submit completed application, resume, and cover letter to: employment@guadalupeaz.org or in person at Guadalupe Town Hall, 9241 S Avenida del Yaqui, Guadalupe, AZ 85283.

Position will remain open until filled. Town of Guadalupe is an Equal Opportunity Employer.

Employment application available at: www.guadalupeaz.org/employment