



## EMPLOYMENT OPPORTUNITY

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Streets &amp; Facilities Maintenance Coordinator</b>
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**Department:** Public Works

**Pay Grade:** 110      **Pay Range:** \$ 41,793.48 - \$64,779.89

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

This position is responsible for assisting with maintaining City public areas, facilities, right of ways, public infrastructure and sanitation services (if needed for special events).

### **ESSENTIAL JOB FUNCTIONS:**

- Assists in maintaining City facilities, including electrical and plumbing work, painting, refurbishing as needed, changing interior and exterior lighting, trash removal after events, facility and grounds set up for meetings or events.
- Operates heavy equipment such as backhoe, skid steer, track hoe, and lawn mower.
- Ensures the mowing of grass on City properties and right of ways.
- Oversees the installation and repair storm water infrastructure, curbs, and sidewalks.
- Performs inspections on the installation of infrastructure.
- Performs the role of the Streets and Facilities Maintenance Lead when necessary.
- Maintains exterior property of facilities, including snow removal.
- Assists in overseeing outsourced janitorial services and restocking or cleaning as needed.
- Assists in disinfecting facilities and community surfaces.
- Assists with ensuring successful community events such as set up and removal of traffic barricades and solid waste management.
- Must be able to work flexible hours and holidays as needed to ensure successful events and public meetings.
- Performs other related duties as assigned, including on -call services.

### **MINIMUM REQUIREMENTS:**

High School Diploma or equivalent; and five (5) years of related experience; or equivalent training, education, and/or experience. Obtain a CDL Class B License within 6 months.

### **Knowledge, Skills and Abilities:**

- Knowledge of occupational hazards involved and the safety precautions necessary to accomplish division objectives.
- Knowledge of City and departmental operating policies, procedures and rules.
- Knowledge of safe, effective methods and techniques of operating a variety of heavy construction and maintenance equipment used in such work as excavating, loading, digging, etc.
- Knowledge of City streets, roads and drainage structures.
- Knowledge of ADA compliance and regulation issues.
- Knowledge of building maintenance and repairs and governing building codes;

- Knowledge of State Motor Vehicle Laws.
  - Knowledge of basic carpentry, plumbing and electrical.
  - Skill in writing for reports and documents required by federal and state agencies, as well as those required by the City and Department.
  - Skill in performing routine building maintenance tasks such as carpentry, electrical, heating, ventilation and air conditioning and plumbing.
  - Skill in the use of computers and internet, especially related to remaining current on federal, state and local regulations, requirements and processes related to job duties.
  - Skill in safe and effective operation, use and care of a variety of heavy equipment, mowing and maintenance equipment and vehicles to satisfactorily accomplish assigned projects.
  - Skill in identifying equipment or structural problems and malfunctions.
  - Skill in effective, clear oral and written communications.
  - Ability to evaluate, analyze and solve problems and complaints regarding street, stormwater infrastructure, curbs/sidewalk repairs and maintenance and facility repairs and maintenance.
  - Ability to tactfully and courteously handle customer questions and complaints.
  - Ability to work independently and handle multiple priorities effectively and efficiently.
  - Ability to work well with others, including, co-workers and the general public.
- Ability to work with minimal supervision and must be organized, detail organized, self-motivated and able to multi-task.

**PHYSICAL DEMANDS:**

The work is physical work. The employee is occasionally required to exert up to 100 lbs. of force. Work is typically performed in and around heavy machinery and vehicles and equipment, lubricants, solvents, batteries, cleaning fluids and paints. Must occasionally work in high noise levels. This position must occasionally carry heavy objects and bend, squat, twist, crawl, and/or climb, including climbing ladders. Specific vision abilities required of this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work is typically performed in an outdoor environment, including extreme temperatures, but also includes work in an interior environment. The outdoor environment includes public lands, rights of way, drainage infrastructure, ditches, detention ponds, parks and trails.

The City of Powder Springs is an Equal Opportunity Employer.

All applicants must complete a City of Powder Springs employment application. Applications may be down loaded and printed from the website at [www.cityofpowdersprings.org](http://www.cityofpowdersprings.org) or visit 4484 Marietta Street, Powder Springs, GA 30127 to receive an application.

Please submit letter of interest or resume along with a City of Powder Springs employment application to:

Rosalyn Nealy, Human Resources Director  
 City of Powder Springs  
 P.O. Box 46  
 Powder Springs, GA 30127

Closing Date: Open Until Filled