

# **Municipal Maintenance Technician Job Descriptions**

**Position Title:**

Part-Time Municipal Maintenance Technician

**Position Type:**

Part-Time

**Department:**

Public Works

**FLSA Status:**

Non-Exempt

**Reports To:**

Village Administrator

**Salary Range:**

\$16.00/Hour

**Job Summary:**

The Part-Time Municipal Maintenance Technician will assist with the upkeep and maintenance of municipal properties, streets, parks, and other infrastructure. This position offers a flexible schedule of up to 20 hours per week, with the possibility of additional hours upon prior approval by the Mayor, not exceeding 40 hours per week. The technician will be expected to work primarily during weekdays, with the potential for emergency response situations requiring additional time.

**Key Responsibilities:**

- Perform routine maintenance activities for municipal buildings, streets, sidewalks, and other public facilities or infrastructure.
- Assist with landscaping, groundskeeping, and seasonal tasks (e.g., snow removal, lawn care, and tree trimming).
- Monitor and maintain municipal equipment, tools, and supplies.
- Respond to emergency maintenance requests and provide support during unexpected incidents or weather events.
- Support ongoing infrastructure repair projects, including basic carpentry, plumbing, and electrical tasks.
- Maintain accurate records of maintenance work completed, supplies used, and time worked.
- Work collaboratively with other staff members to ensure a clean, safe, and functional environment for the community.
- Adhere to safety procedures and maintain equipment and work sites in accordance with safety standards.

**Qualifications:**

- High school diploma or equivalent.
- Previous experience in maintenance, construction, municipal, or grounds maintenance preferred but not required.

## **Municipal Maintenance Technician Job Descriptions**

- Basic knowledge of tools, equipment, and materials used in maintenance and repair tasks.
- Strong problem-solving skills, attention to detail, and ability to follow instructions precisely.
- Ability to safely operate small machinery and tools.
- Physical ability to perform manual labor, including lifting up to 50 pounds and working in various weather conditions.
- Valid driver's license and reliable transportation.
- Effective communication and teamwork skills, with the ability to work independently or as part of a team.
- Willingness to respond to emergencies outside regular work hours as needed.
- Demonstrated interest in municipal government or public administration, with a desire to learn, grow professionally, and take on increasing responsibilities.
- Initiative and leadership potential to contribute to Village operations beyond maintenance duties.

### **Work Environment:**

The work environment for the Part-Time Municipal Maintenance Technician involves both indoor and outdoor settings, often under varying weather conditions. The position requires the ability to:

- Perform physical labor, including lifting, bending, standing, and walking for extended periods.
- Work outdoors in all types of weather, including extreme heat, cold, rain, or snow.
- Safely operate tools and small machinery in potentially noisy and dusty environments.
- Occasionally work in confined spaces or at heights, depending on the task.
- Respond to emergency situations that may involve irregular hours or hazardous conditions.

The role also includes interaction with the public and other team members, requiring effective communication and professionalism at all times. Safety equipment will be provided as necessary, and adherence to safety protocols is mandatory.

### **Compensation:**

Hourly pay rate, commensurate with experience and qualifications. Overtime eligibility may apply during periods of high demand or emergency response.

### **Work Schedule:**

Up to 20 hours per week, with the potential for additional hours upon approval by the Mayor (not to exceed 40 hours per week). Scheduled hours during weekdays, with potential for emergency overtime as required.

---

Employee Acknowledgement

---

Date