



Job Description:

Position Title: Maintenance 2

Department: Parks and Recreation

Location: City of Perry

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt

Position Summary: The Maintenance 2 position is responsible for performing a variety of tasks related to the upkeep, repair, and maintenance of City-owned buildings and facilities. This role involves building maintenance with a minor custodial component, ensuring that all facilities are safe, functional, and clean for public use.

Essential Duties and Responsibilities:

- Perform routine and preventive maintenance on City buildings, including but not limited to HVAC systems, plumbing, electrical, and structural repairs.
- Troubleshoot and repair minor issues in building systems to ensure continued functionality.
- Assist in the installation and replacement of building components such as doors, windows, fixtures, and flooring.
- Conduct inspections of facilities to identify and address maintenance needs.
- Carry out minor custodial duties, including cleaning, restocking supplies, and waste disposal.
- Respond to maintenance requests from various departments in a timely manner.
- Maintain records of work performed, including maintenance logs and inventory of supplies.
- Operate and maintain tools and equipment necessary for maintenance tasks.
- Ensure compliance with safety standards and regulations in all maintenance activities.
- Assist in setting up and taking down equipment for City events as needed.

Qualifications:

- High school diploma or equivalent.
- Minimum of 2 years of experience in building maintenance or a related field.
- Basic knowledge of HVAC, plumbing, electrical, and carpentry systems.
- Ability to read and interpret technical manuals, blueprints, and diagrams.
- Strong problem-solving skills and attention to detail.
- Physical ability to perform manual labor, including lifting, climbing, and working in various environmental conditions.
- Valid driver's license with a clean driving record.

Preferred Qualifications:

- Skills in carpentry and construction
- Experience in custodial work.
- Familiarity with safety protocols and regulations.

Work Environment:

- This position requires work both indoors and outdoors in various weather conditions.
- The role involves exposure to hazards such as machinery, chemicals, and heights.

Physical Demands:

- Regularly required to stand, walk, use hands, climb, stoop, kneel, and lift up to 50 pounds.
- Ability to work flexible hours, including evenings and weekends as needed.

Environmental Adaptability

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understood the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the

current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment and does not alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature _____

Date _____

Department Head _____

Date _____

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.