



## Job Description – Facility Maintenance Technician

Location: Whitestown, IN

Full/Part Time: Full time

Regular/Temporary: Regular

Reports to: Parks Director

Salary: DNE \$25/hr

### **Job Purpose:**

Facility Maintenance is responsible for the safe and efficient operation of all municipal facilities. This position is responsible for all maintenance, repair and upkeep of municipal buildings, grounds and equipment.

### **Essential Duties and Responsibilities:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Perform routine maintenance and repairs on municipal buildings and grounds, including painting, carpentry, plumbing, electrical wiring and repair
- General building and grounds cleaning and upkeep and organizing
- Inspect buildings and systems to identify and resolve problems
- Perform regular maintenance and repairs on municipal equipment and machinery, including HVAC systems, vehicles, generators and pumps

- Monitor municipal facilities to ensure safety and compliance with all applicable codes
- Respond to emergency maintenance requests in a timely manner
- Maintain records and documentation of all maintenance activities
- Ensure all maintenance activities are completed in accordance with municipal and industry standards
- Maintains cleanliness and upkeep of maintenance area
- Coordinate with vendors and outside contractors as needed
- Other duties as assigned

**Education, Knowledge, and Skills:**

- Must have a high school diploma or equivalent.
- Requires a valid driver's license with a clean driving record.
- Availability to work outside of normal business hours when necessary for emergencies/ on-call assignments/ weather related events.
- Ability to follow maintenance and repair manuals, maps, electrical diagrams, and complete maintenance logs.
- Snow removal equipment knowledge a plus.

**Physical Demands/Work Environment:**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please send applications and resumes to [kbarr@whitestown.in.gov](mailto:kbarr@whitestown.in.gov)**