



Facility Maintenance Technician

Location: Whitestown

Reports To: DPW Director

Full/Part Time: Full Time

Regular/Temporary: Regular

Wage (Hourly/Salary): DNE \$30.29/hour

PURPOSE:

Facility Maintenance Technician 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. Reasonable accommodation may be provided to enable individuals with disabilities to perform the job responsibilities.

RESPONSIBILITIES:

- 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.
- All DPW positions responsible for snow removal.
- 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.
- Maintain cleanliness and upkeep of maintenance area.
- Coordinate with vendors and outside contractors as needed.
- Other duties as assigned.

QUALIFICATIONS & SKILLS:

- 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

EDUCATION & EXPERIENCE REQUIREMENTS:

- Must have a high school diploma or equivalent.

Facility Maintenance Technician – Continued

The Town of Whitestown offers competitive salaries and benefits, including health insurance, retirement plans, and professional development opportunities. If you are a motivated and experienced professional looking to make a positive impact on your community, we encourage you to apply for the Facility Maintenance Technician position.

To apply, please email your cover letter and resume to
Angie Veatch, at aveatch@whitestown.in.gov