



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for SEASONAL, TEMPORARY:

LABOR/MAINTENANCE I

SUPERVISOR:	FACILITIES SUPERINTENDENT
CLASSIFICATION:	TEMP; HOURLY, NOT TO EXCEED BUDGETED ALLOWANCE
PAY RATE:	\$18.00 - \$25.00 PER HOUR, DOE
HOURS:	VARIES DEPENDENT ON NEEDS
BENEFITS:	THIS IS A SEASONAL, NON-BENEFITTED POSITION
POSITION SUMMARY:	Performs general labor and maintenance on City-owned facilities, properties & cemeteries.
QUALIFICATIONS:	Valid State of Alaska driver's license. Must be 18 years of age by date of hire.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Performs general groundskeeping and landscaping on City-owned facilities, properties & cemeteries.
- Uses hand tools such as clippers, shovels, rakes and other tools related to the duties.
- Operates power equipment, including mowers, chain saws, weed eaters and other similar equipment.
- Collects and disposes of trash and litter in and around City and cemetery properties.
- Performs basic maintenance tasks associated with property maintenance.
- Performs basic carpentry.
- Keeps immediate supervisor informed of areas needing repair or maintenance.
- Identifies and reports safety hazards in and around public facilities and properties to supervisor.
- Assists with various repairs and construction projects.

WORKING CONDITIONS: Non-traditional work hours may be required, to include evenings and weekends. Work is performed outdoors and indoors, sometimes in inclement weather conditions. Work is conducted independently with minimal supervision.

PHYSICAL DEMANDS: Work is physically demanding with periods of exertion. Capable of operating a weed eater for long hours. Capable of frequently bending, twisting, and kneeling. Must be able to lift and carry items weighing up to fifty (50) pounds.

LEGAL REQUIREMENTS:

As a condition of employment, applicant may be subject to a background check (criminal history, verification of education/employment history.) Required licenses must remain valid for the duration of employment.

The above listed duties are intended to describe the responsibilities of an employee in general terms and does not necessarily describe all tasks or functions associated with the position.

Applications available at City Hall, 424-6200, or online at cityofcordova.net. Interested individuals should submit a City of Cordova application to Human Resources. Applications accepted until position filled.

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER