
MAINTENANCE, PART TIME

City of Maple Heights

The City of Maple Heights is accepting applications for the part-time position of Maintenance in the Service Department. Work will be performed in several City buildings each day, including City Hall, Senior Center, Police Station, and Food Pantry. The incumbent will also assist with other Service Department work as needed.

This is a part-time position without benefits, 5 hours/day, Monday through Friday. Hours will be set during the time frame of 7:00 a.m.-5:00 p.m. by agreement with the Director. Pay rate will be commensurate with experience.

Responsibilities:

- Clean and sanitize restrooms using established practices and procedures
- Clean, dust, and wipe furniture; sweep, mop, vacuum floors and empty/clean wastebaskets and trash containers, replace light bulbs, refill restroom dispensers.
- Assist with set-up of facilities for meeting
- Follow instructions regarding the use of chemicals and supplies. Used as directed
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of building using hand-operated tools or small power equipment
- Maintain City hall grounds: clear weeds, overgrowth and shrubbery
- Move furniture, equipment, supplies and tools on an incidental basis
- Wash accessible interior, exterior windows and blinds
- **Perform other duties as assigned**

Qualifications:

- High School Diploma/GED or equivalent preferred.
- Basic knowledge of cleaning and sanitizing of a public facility.
- The ability to use light cleaning machinery and ground maintenance equipment.
- Able to lift 50 lbs or more.
- Have basic maintenance skills applicable to plumbing/electrical
- Ability to order cleaning and paper supplies
- Good knowledge of indoor and outdoor use of chemicals and pesticides.

Applications are available on the City of Maple Heights website www.citymapleheights.com and also at the City Hall located at 5353 Lee Road, Maple Heights, Ohio 44137.

Please return applications to the City of Maple Heights, Department of Human Resources, at address above.

Qualified residents are encouraged to apply.

EOE/Drug Free and Smoke Free Workplace.