



The City Of Georgetown is currently accepting applications for a Part Time Maintenance Coordinator: Applications must be completed online. Resumes will not be accepted unless attached to a completed application.

Part Time Maintenance Coordinator

Equal Opportunity Employer

Drug Free Workplace

Applicants have rights under Federal Employment Laws. See links below.

[Family Medical Leave Act](#)

[Equal Employment Opportunity](#)

[Equal Employment Opportunity Supplement](#)

[Employee Polygraph Protection Act](#)

CHARACTERISTICS OF POSITION: Under supervision, performs or schedules skilled, semi-skilled, and/or manual labor work activities in the construction, maintenance and cleanliness of fire department buildings and grounds, as well as performs or schedules vehicle maintenance for fire department fleet; performs other related work as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Under supervision, performs or schedules skilled, semi-skilled, and/or manual labor work activities in the construction, maintenance and cleanliness of fire department buildings and grounds, as well as performs or schedules vehicle maintenance for fire department fleet; performs other related work as required. Occasionally operates vehicles and equipment. Performs preventative maintenance duties on vehicles and equipment. Cleans and properly stores equipment and tools after use.



Requisitions equipment, tools, supplies and materials. May prepare required reports and records. May perform other duties in department as requested.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Graduation from high school or equivalent (G.E.D.) experience in construction and/or maintenance required. Must be able to follow oral and written instructions.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of equipment, materials, methods and techniques used in construction, maintenance and cleanliness of buildings and equipment. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.

Skills: Skill in the use of tools associated with building and vehicle maintenance. Communication skills needed to talk with contractors and vendors. Organizational and computer skills.

Abilities: Ability to comply with established safety standards. Ability to operate motorized equipment. Ability to use computer hardware/software. Ability to perform work activities involving carpentry, mechanics, plumbing, welding, pouring concrete, laying brick, etc. Ability to detect mechanical problems and make minor repairs. Ability to establish and maintain effective working relationships with officers, employees and the general public. Possess mechanical aptitude, manual dexterity and good physical condition.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky drivers license

ADDITIONAL REQUIREMENTS:

Availability: Must be able to respond to calls in emergency situations at all hours.



Instructions: Detailed and specific.

Processes: Follows standard operating procedures.

Review of Work: Occasional spot-checks work while it is being done.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 25%; internal 75%.

Mental Effort: Light.

Interruptions: Few.

Work Environment: Inside and outside

Physical Demands:

Lifting: Lifts heavy objects of more than 75 lbs on a routine basis. Requires stooping, bending, walking, and standing. May work outside in inclement weather.

Use of Equipment: Uses tools and equipment assigned to department.

Vehicle Operations: May operate light, medium and heavy equipment assigned to department.

