



## EMPLOYMENT OPPORTUNITY

### Maintenance Aide

**Salary:** \$15.50 - \$21.84 Hourly

**Job Type:** Part-Time

**Department:** Facilities

**Benefits:** No Benefits

Under immediate supervision, performs a variety of entry-level and unskilled tasks in the maintenance, repair, construction, and service of buildings, grounds, equipment, parks, and municipal facilities of the Town; monitors building and ball field light schedules; and performs related work as required.

### Job Functions

- Weeds and cleans up litter on Town grounds and parks.
- Washes, cleans, services, and makes minor repairs to equipment.
- Provides janitorial maintenance service to Town facilities.
- Clears plumbing stoppages at public restroom facilities.
- Performs basic duties related to installing, repairing, and adjusting irrigation systems.
- Assists the preparation of cultivated areas.
- Performs cleaning and light maintenance on equipment.
- Cleans walks, parking lots, and other areas of litter and weeds.
- Hand waters lawns, landscaping, and other plants in park facilities and landscaping areas.
- Rakes, aerates, fertilizes, seeds, and mows parks and grassed areas.
- Performs pothole repair and painting and striping of streets.
- Opens and closes Town facilities; monitors assigned facilities for safety; sets-up/takes-down tables and chairs for private rentals and Town-sponsored programs conducted in Town facilities.
- Checks parks and facilities for graffiti and vandalism and makes applicable reports and repairs when applicable.
- Monitors and records ball field light schedules.
- Uses light vehicles, equipment, and power and hand tools to perform minor landscaping of turf, shrubs, and planter areas
- Provides event support including assisting with traffic control, cleaning and set-up.
- Establishes and maintains cooperative working relationships with the public, including outside agencies.
- Operates Town vehicles and equipment in a safe and efficient manner.
- Observes professional ethics in maintaining confidential information acquired in the course of employment.
- Performs other duties as assigned.

## Qualifications

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and six (6) months of related work experience. Must be available to work evenings, weekends, and holidays.

### License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

## Selection Process

A completed Town employment application is required by the close of recruitment on **Tuesday, August 29<sup>th</sup>, 2023, at 5:30 pm.** An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.*