**City of Guthrie, Kentucky**

**Water and Wastewater Utilities**

**Part-Time Maintenance Worker Job Description**

**Position Classification:** Working under the general supervision of the Utilities Superintendent, performs skilled, semi-skilled, and manual labor activities including, but not limited to the construction, maintenance, and cleanliness of City properties.

**General Duties and Responsibilities:** Assists in the construction, maintenance, and cleanliness of equipment and facilities. Maintains lawn care and outdoor facilities. Assists with minor repairs. Assists with maintenance duties related to the division. Performs preventative maintenance in agreement with policies and procedures. Cleans and properly stores tools and equipment after use. Provides support during inclement weather. Prepares and maintains accurate records and reports. Ensures compliance with health and safety regulations regarding equipment, facilities, or other related City property. Patrol’s areas looking for damage or problems with City property that need to be addressed. Works on special projects as assigned. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**No previous work experience required, but preferred.

**Certification/Licensing Requirements:**Must possess and maintain a valid drivers’ license as a condition of continued employment.

**Work Hours Per Week:** 25 hours per week but could vary depending upon workload and weather conditions.

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

**Apply:** Apply at Guthrie City Hall, 110 Kendall Street, Guthrie, Kentucky, Monday through Friday, 8 – 4:30. Applicants must provide a copy of: school enrollment or diploma/GED, and a valid driver license with application.  Applicants must have reliable transportation, agree to a background check, and be entered into random drug/alcohol screenings.

***The City of Guthrie is an Equal Opportunity Employer.***