

**Position:** Full Time Maintenance Lead

**Reports to:** Field Services Manager

**Function:**

This Level 4 position is responsible for ensuring that downtown employees, visitors, and residents have an enjoyable experience. Team members will keep the downtown district clean by abating litter, graffiti and odors. He/She will proactively accomplish duties, and relay suggestions to improve the service to the Team Lead. Team members will operate assigned equipment safely and effectively. Will focus on maintaining high safety standards and productivity levels. He/She will be held responsible for the quality of their work.

**Requirements:**

Must directly assist Manager to perform daily, monthly and annual duties for the Maintenance team with a proactive approach. Consistently have a great attitude, someone who can teach others how to perform their job safely. Must be able to perform daily route and equipment checks. Perform related duties as assigned. Must be able to assist in Event support. Must be able to report daily jobs progress. The lead will delegate jobs down to other Maintenance team members and assure the tasks are being completed. Must have experience emailing weekly and monthly progress to your Manager. Must be able to pass Department of Transportation Drug Screen. Must be able to pass Maintenance lead internal test within 30 days of hire. Must be able to provide clear and concise written and verbal communications. Must be able to work in inclement weather for the entire shift exposed to all weather elements (Hot, Cold, Rain, Sunshine). Incumbent will be expected to navigate varied terrain including curbs, sidewalks, grass, uneven dirt and boardwalks etc. Incumbent must be able to speak clearly. Incumbent must be able to lift at least 80 lbs. **Ability to work weekends and nights.**

**Benefits:**

The following benefits are available to all full-time employees: 401K with 5% match, Vision, Medical, Dental, Life Insurance, paid Holidays, Identity Theft Protection, and access to building Gym Facilities

**Salary: \$21 to \$25 an hour depending on experience**

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**Responsibilities:**

Incumbent will be walking and monitoring the cleanliness of Downtown insuring all staff are performing the assigned job. Must have the ability to professionally make merchant contacts with property and business owners. Must be able to read and understand a contract cleaning schedule and hold staff accountable to the schedule that are assigned to the 66 square block area of the Business Improvement District maintaining a pleasant approachable demeanor as well as ensuring his/her area is clean. He/She will perform a maintenance daily equipment check.

Team Member will maintain a clean and neat uniform including jacket, pants, shirt, hat, gloves, boots/shoes, and belt. He/She must establish the proper dress for current weather conditions.

Incumbent will accurately document all data collected. Incumbent will work as a team member to his/her fellow Field Services. Incumbent will meet with Team Members to exchange work related information or to assist in completing a task. Incumbents may contact officers, and other civil servants to pass on work related information and to assist them in their duties. Incumbent will actively greet citizens while performing his/her patrol.

### **Knowledge/Skills required by the Job**

#### *Applicants*

- Good verbal communication skills
- Maintenance experience
- Able to operate various pieces of machinery
- Good knowledge of cleaning products and equipment
- Strong work ethic
- Proactively completes tasks and problem solves

*Upon completion of 3-week on-the-job training and pass Internal testing of the following*

- Knowledge of downtown retailers and services
- Working knowledge of radio "9 codes", phonetic alphabet, and radio procedures
- Working knowledge of local and state codes and ordinances
- Document all activity on appropriate forms

### **Qualifications**

#### *Education*

High School Degree

#### *Experience*

*Six months of landscaping experience, Janitorial experience and Maintenance experience.*

*The incumbent shall work well under pressure, meet multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues and supervisors.*

***To apply, submit résumé, and date of availability to Lance McDaniel at [lmcdaniel@downtownsac.org](mailto:lmcdaniel@downtownsac.org). Please reference MAINTENANCE TEAM MEMBER in the subject line.***