

Part-Time Maintenance Operator

Reports To: Public Space Services Director
Status: Part-time, Hourly, Non-Exempt
Salary: \$20.00 per hour

Position Overview

This Level 3 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 while focusing on maintaining high safety standards and productivity levels. He/She will be held responsible for the quality of their work.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Incumbent will operate cleaning equipment in assigned area within the Business Improvement District
 - Ensure his/her assigned area is clean
 - Perform a maintenance check before and after using maintenance equipment
 - Maintain a clean and neat uniform including jacket, pants, shirt, hat, gloves, boots/shoes, and belt
 - Ensure proper dress for current weather conditions
 - Attend all mandatory in-service training and required meetings
 - Work as a team member to his/her fellow team members
 - Meet with team members to exchange work related information or to assist in completing a task
 - Contact officers and other civil servants to pass on work related information and to assist them in their duties
 - Maintain a pleasant approachable demeanor
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Required Qualifications

Must have the following:

- High school degree
- 5 years of driving experience (including prior experience working in maintenance field)
- Clean driving record and must be able to be insurable
- Ability to pass Department of Transportation Drug Screen
- Ability to pass internal written and practical driving test requirements within 30 days of hire

- Ability to provide clear and concise written and verbal communications
 - Ability to operate various pieces of machinery
 - Good knowledge of cleaning products and equipment
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Physical & Scheduling Requirements

- Ability to lift at least 80 lbs.
 - Ability to work in inclement weather for the entire shift exposed to all weather elements (Hot, Cold, Rain, Sunshine)
 - Ability to navigate varied terrain (curbs, sidewalks, grass, uneven surfaces, boardwalks)
 - Ability to wear required uniform and carry radio and equipment throughout shift
 - Part-time (Up to 30 hours per week)
 - Weekend availability
 - Schedule determined by operational needs, within hours of 5:30am and 6:00pm
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Professional Expectations

Applicant must demonstrate

- Good verbal communication skills
- Knowledgeable in motor maintenance/repair
- Ability to operate various pieces of machinery
- Good knowledge of cleaning products and equipment
- Strong work ethic
- Proactively completes tasks and problem solves
- Work well under pressure
- Meet multiple and sometimes competing deadlines
- Demonstrate cooperative behavior with colleagues and supervisors

Upon completion of 3-week on-the-job training, applicant is expected to pass internal testing of the following:

- Knowledge of downtown retailers and services
 - Working knowledge of radio “9 codes”, phonetic alphabet, and radio procedures
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Application Process

Please submit a cover letter and résumé to HR@downtownsac.org, using *PT Maintenance Operator* as email subject.