

Job Title: **Part-Time City Maintenance Worker/Handyman**

Location: **Town of Rancho Viejo**

Position Type: **Part-Time**

About Us:

The Town of Rancho Viejo is a vibrant and thriving community dedicated to maintaining a safe and beautiful environment for its residents. We are seeking a Part-Time City Maintenance Worker/Handyman to help us maintain and improve the infrastructure and facilities that make our city a great place to live.

Job Description:

As a Part-Time City Maintenance Worker/Handyman, you will play a crucial role in ensuring the functionality and aesthetic appeal of our city's public spaces. Your responsibilities will include, but are not limited to, the following:

Key Responsibilities:

General Maintenance: Perform routine maintenance tasks such as repairing or replacing fixtures, furniture, and equipment within City-owned buildings, public areas, and park.

Landscaping: Assist with landscaping duties, including trash pickup, mowing, trimming, and maintaining green spaces to ensure an attractive Cityscape.

Minor Repairs: Address minor repairs in public facilities, such as building maintenance, fixing leaks, replacing light bulbs, and repairing basic electrical or plumbing issues.

Painting: Perform painting tasks as necessary to maintain the appearance of public structures and facilities.

Carpentry: Undertake basic carpentry work, including building and repairing structures and fixtures as required.

Streets: Street sign repairs and weed kill spraying on City streets.

Inventory Management: Keep track of inventory for maintenance and repair supplies and notify supervisors when supplies need replenishing.

Compliance: Ensure that all maintenance work adheres to safety guidelines and regulations and is carried out efficiently.

Teamwork: Collaborate with other City staff members to coordinate and complete maintenance tasks as part of a team.

Qualifications:

Previous experience in general maintenance and repair work is preferred.

Strong attention to detail and problem-solving skills.

Basic knowledge of hand and power tools.

Ability to work independently and as part of a team.

Excellent time management skills and the ability to prioritize tasks effectively.

Physical stamina and strength to perform manual labor tasks.

Availability to work flexible hours, including some evenings and weekends.

Application Process:

Interested candidates should submit their resumes and a brief cover letter explaining their relevant experience and why they are interested in the position. Interviews will be scheduled for qualified candidates.

Note: This is a part-time position, and the hourly wage and number of hours worked per week will vary and be determined during the hiring process.

The Town of Rancho Viejo is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest in our city; however, only those selected for an interview will be notified.