

City of Denham Springs
Job Description

Job Title: Maintenance/Laborer III

Department: Administration

Reports to: Mayor

FLSA Statue: Non-Exempt

Job Summary:

Maintain, repair, and apply basic fixes to multiple municipal building systems and equipment to ensure the facility is tidy and runs smoothly.

Duties/Responsibilities:

- Perform basic cleaning activities, building maintenance, and minor repairs.
- Inspect building exterior, playground equipment, and grounds.
- Install appliances in offices and equipment in facilities.
- Rectify any mechanical issues and oversee contractor and professional repairs, if necessary.
- Detect and report needed repairs on building structures and their systems, including furniture and equipment.
- Conducts minor fixture jobs, such as repairing broken locks, changing light bulbs, plastering broken walls, and more.
- Complete repairs as requested on work orders.
- Maintain tools and equipment and perform preventive maintenance as required.
- Respond to maintenance request, and handle any emergency and necessary repairs.
- Collaborate and assist other workers during repairs.

Job Qualifications:

- Ability to handle multiple power and hand tools.
- Knowledge of basic building maintenance, carpentry, painting, and repair procedures.
- Excellent time management skills, with the ability to multitask and focus on individual tasks required.
- Ability to work independently and follow verbal and written instructions.
- Strong organizational skills with the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must possess a valid driver's license.

Education/Experience:

High school diploma, GED, HiSET, or equivalent certificate of competency, and experience in building maintenance.

NOTE:

The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related or a logical assignment to the job.