

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 23-320-2

Title of Position: Building Maintenance & Repair Person

Vacancy exists in the Public Works/Building Maintenance Division.

Salary Range: \$21.87 – \$27.79 per hour/40 hours per week

Date Posted: November 16, 2023

Deadline for Applying: December 4, 2023

Remarks: This is a Classified/Bargaining Unit Position.
Examination Weight: 60% Written/40% Oral

Statement of Duties: Under the general supervision of the Director of Public Works, the Supervisor of Maintenance, or the Lead Custodian this position is responsible for assisting with properly maintaining all facilities and equipment within the City; specifically performing repairs associated with these facilities and equipment. Duties include:

- Performs minor repairs to municipal buildings.
- Maintains, repairs, and paints installations and equipment located throughout the City.
- Performs indoor alterations and outdoor maintenance, with guidance and direction, when required.
- Troubleshoots routine matters relating to cleaning, maintenance and repairs.
- Performs scheduled preventative maintenance on City equipment as directed.
- Consults with the Supervisor of Maintenance on material and equipment inventory levels and needs.
- Performs basic plumbing tasks, not requiring a journeyman license, such as repairing leaks, clearing clogged or slow drains, or addressing other drainage issues.
- Performs basic carpentry tasks necessary to make simple alterations or repairs.
- Communicates with employees or residents of the City with courtesy and respect.
- Inspects work in process and upon completion to ensure it comports to acceptable standards of quality and safety.
- Walks through and around City buildings and property to inspect, clean, maintain and repair.
- Inspects and performs maintenance on HVAC equipment to ensure it is functioning properly and to the satisfaction of clients.
- Applies preventative measures to the City buildings to reduce the risk of future problems.
- Fixes potential safety hazards to ensure safe buildings and avoid injuries.
- Provides “on-call” services outside of regular work shifts.
- Performs related work as assigned.

Education & Experience: High school diploma or general education degree (GED); and two years of related work experience; or an equivalent combination of education and experience.

SPECIAL NOTE: Must possess and maintain a valid, state issued driver’s License.
All applicants will be subject to a driver’s license check for the last two years and a background criminal check. Negative findings may prevent applicants from being considered.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER