

HUMAN RESOURCES



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Mayor

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Facilities Superintendent

Position #: 405

Work Location: Administration Department

Reports To: Facilities Director

Rate of Pay: \$13.00 - \$15.00/hour

Regular, Full-Time. Non-Exempt position. This position is eligible for overtime

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

Responsible for the maintenance and appearance of the applicable work location

Essential Functions:

- Open, secure and close buildings seven days per week
- Maintain and cut grass with push mowers
- Trim with weed eater around sidewalks and walkways
- Weed gardens and trim bushes as needed
- Pressure wash walkways and other areas as needed
- Clean restrooms regularly
- Empty all trash receptacles regularly
- Maintain floors with wax and polish
- Maintain inventory of supplies
- Maintain City equipment and truck
- Set up and break down tables and chairs before and after events
- Maintain lighting inside and outside of building

Qualifications:

- Must possess a high school diploma or equivalent
- Must possess a valid Louisiana driver's license
- Basic verbal and communication skills

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMODATION):

- Ability to dig with a shovel or use a rake for at least one uninterrupted hour
- Ability to reach overhead, in front and downward
- Ability to lift and carry and load onto a truck or trailer the equivalent of 80-100lb. bag of soil
- Ability to carry and lift overhead so as to put in a dumpster, the equivalent of a full yard size trash bag weighing up to 40lbs.
- Ability to use hand tools such as hammer, screwdrivers, pliers, wrenches, etc.
- Ability to operate power tools such as drill, saws, limb trimmers, etc.
- Ability to carry and operate gas powered leaf blowers, weed trimmer, and edger
- Ability to lift, pull and twist electric cord and hoses for distance of 100 feet

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.

To apply for this position, please complete an application of employment referencing [Position #405](#) and email to eleggio@covla.com.

This position will remain open until June 29, 2022.