



General Maintenance

EMPLOYMENT OPPORTUNITY

The Town of Fulton is accepting applications for a full-time general maintenance employee. Employment applications may be obtained from Town Hall, 201 N. 7th Street, between the hours of 8:00 am and 4:00 pm. or at FultonTexas.org. Completed applications may be turned in at Fulton Town Hall or emailed to the City Secretary at citysec@fultontexas.org Position open until filled. The Town of Fulton is an EEO/ADA employer. For more information contact the City Secretary at 361-729-5533.

JOB TITLE:

General Maintenance

GENERAL FUNCTION:

Under direction of Supervisor or other appropriate administrative staff responsible for the general maintenance and/or minor repairs to buildings and grounds and to do related tasks as required.

KEY RESPONSIBILITIES:

- Ensures that the building (shop) is properly cleaned and in good working condition.
- Makes minor repairs and inspections of equipment.
- Does general repairs such as painting, patching walls, hanging shelves, and landscaping.
- Operates machinery and equipment.
- Performs janitorial duties and other related tasks as required.
- Performs mowing and weed-eating.
- Washing of Lift Stations.
- Check streets for potholes and repair, as needed.
- Checks street signs and replace or repair, as needed.
- Other duties as assigned.

SUPERVISION RECEIVED:

Supervisor will inspect work for completion and will ensure that standard operating procedures for repairs and inspections where followed.

SUPERVISION EXERCISED:

No supervisory responsibility required.

JOB SPECIFICATIONS:

- Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial work.

- Ability to make minor repairs to buildings and equipment.
- Ability to understand verbal and written instructions.
- Ability to perform various clean-up and maintenance tasks as required.

LICENSES AND CERTIFICATES:

- Valid Class C Texas drivers' license.

PHYSICAL ABILITIES:

Ability to see, to communicate, and the ability read and write in the English language. Ability to carry items weighing up to 75 pounds and lift to a height of 3-5 feet. Ability to walk, stand, and kneel for extended periods of time. Ability to perform heavy manual labor in extreme heat or cold, and in the presence of extreme noise, dust, filth and possible mechanical or chemical hazards. Ability to use hand and power tools. Ability to drive in a safe and responsible manner. Ability to follow oral and written instructions. Ability to develop and maintain a positive working relationship with fellow employees and the general public.