

CITY OF READING

NOW HIRING

CASUAL/PART-TIME MAINTENANCE WORKER

The City of Reading is accepting applications for a Casual/Part-Time Maintenance Worker.

Hours: Approximately 8–28 hours per week, as needed.

Duties will vary and may include:

- Water meter installation
- Snow plowing and ice removal
- Street and parking lot cleanup
- Mowing and grounds maintenance
- General City property and building maintenance
- Water and sewer related maintenance assistance
- Operation of City vehicles and equipment
- Other maintenance duties as assigned

A valid CDL is required.

Applicants should be dependable, flexible, able to work independently, and willing to perform a variety of duties. Some early morning, evening, weekend, and weather-related work may be required.

This position reports directly to the City Manager.

Interested individuals may obtain an application at Reading City Hall, 113 S. Main Street, Reading, Michigan, or through the City's website.

Position will remain open until filled.

The City of Reading is an Equal Opportunity Employer.

CITY OF READING

JOB DESCRIPTION

Position Title: Casual/Part-Time Maintenance Worker
Department: City Maintenance / Public Works
Employment Status: Casual/Part-Time
Hours: Approximately 8–28 hours per week, as needed
Reports Directly To: City Manager

POSITION SUMMARY

The City of Reading is seeking a dependable and motivated individual to serve as a Casual/Part-Time Maintenance Worker. This position reports directly to the City Manager and performs a variety of general maintenance, public works, utility, street, grounds, and seasonal duties throughout the City.

Hours will vary based on workload, weather conditions, seasonal needs, special projects, and other operational needs of the City. The position is expected to generally work between 8 and 28 hours per week; however, hours are not guaranteed and may vary from week to week.

The individual must be willing and able to perform a wide variety of assignments and work both independently and as part of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Assist with the installation, replacement, repair, and maintenance of water meters and related equipment.
- Assist with water and sewer system maintenance and other utility-related work as directed.
- Perform snow and ice removal, including operating snowplows and other equipment.
- Clean and maintain City streets, parking lots, sidewalks, alleys, and other public areas.
- Perform mowing, trimming, brush removal, leaf cleanup, and other grounds maintenance.
- Assist with maintenance and cleanup of City parks, buildings, facilities, and public property.
- Perform general maintenance and minor repairs to City buildings, equipment, signs, streets, and other infrastructure.
- Operate City vehicles, trucks, tractors, mowers, snow removal equipment, and other equipment as assigned and qualified.
- Assist with street maintenance, pothole repair, debris removal, storm cleanup, and similar activities.
- Assist with setup, cleanup, and maintenance associated with community events and City activities as needed.

- Perform general labor, including lifting, loading, unloading, digging, shoveling, sweeping, and cleanup.
- Respond to weather-related or other operational needs outside of regularly scheduled hours when available and requested.
- Follow applicable safety procedures and properly use required personal protective equipment.
- Maintain City vehicles, tools, and equipment in a clean and serviceable condition.
- Complete work orders, daily activity records, equipment logs, or other documentation as required.
- Interact professionally and courteously with residents, property owners, City employees, contractors, and the public.
- Carry out work assignments and priorities as established by the City Manager.
- Keep the City Manager informed of maintenance concerns, needed repairs, equipment issues, and other matters identified while performing assigned duties.
- Perform other duties as assigned by the City Manager that are reasonably related to City maintenance and public works operations.

MINIMUM QUALIFICATIONS

Applicants must:

- Possess a valid driver's license.
- Possess a valid Commercial Driver's License (CDL) appropriate for the operation of assigned City vehicles and equipment.
- Have a safe and acceptable driving record.
- Be able to safely operate or learn to operate trucks, snowplows, tractors, mowers, and other maintenance equipment.
- Be able to follow written and verbal instructions.
- Be dependable and able to work independently with appropriate direction.
- Be willing to perform a variety of duties and adjust assignments based on the City's operational needs.
- Be able to work outdoors in varying weather conditions, including heat, cold, rain, and snow.
- Be able to perform the physical duties associated with general maintenance and public works activities.

PREFERRED QUALIFICATIONS

Previous experience in one or more of the following areas is preferred but not required:

- Municipal or public works operations
- General maintenance
- Water or sewer utilities
- Construction
- Equipment operation
- Snow removal

- Grounds maintenance
- Mechanical or building maintenance

WORK SCHEDULE

This is a casual/part-time position with a flexible and variable schedule, generally ranging from approximately 8 to 28 hours per week. Based on performance and desire could move to a full-time position.

The number of hours worked may vary considerably depending upon weather, seasonal workload, projects, staffing needs, and other City operations.

Some early morning, evening, weekend, or weather-related work may be requested, particularly for snow and ice removal or other operational needs.

PHYSICAL AND WORKING CONDITIONS

The position requires regular physical activity and may include standing, walking, bending, kneeling, climbing, lifting, carrying, pushing, pulling, digging, and operating equipment.

Work is performed both indoors and outdoors and may occur in adverse weather conditions and around traffic, construction activities, machinery, utilities, and other conditions typically associated with municipal maintenance and public works operations.

GENERAL STATEMENT

This job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications. Duties may be modified or assigned by the City Manager based upon the operational needs of the City.

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