

Now Hiring : Maintenance Technician/Landscaping/Mowing Job Available in Orlinda

Basic Information

The City of Orlinda, TN has one part-time job opening for a maintenance/landscaping position with other duties as assigned. This is a 20 hour per week job that involves light maintenance duties as well as landscaping and mowing work (mowers provided). The position will also require 16 to 64 paid training hours so that successful applicants can occasionally go on emergency calls with the Orlinda Volunteer Fire Department during regular work hours. Once training is complete, this employee will also have the option of earning extra income by going on additional fire department calls outside his or her regular 20 hour schedule but will not be required to do so. The pay rate is \$14.50-15.00 per hour DOQ and experience. More information, applications, and instructions are available at www.cityoforlindatn.com or at Orlinda City Hall, 7501 Highway 52, Orlinda TN 37141.

Schedule

This job offers somewhat flexible hours between Monday and Friday from 8 am and 5 pm. The City will consider allowing this person to work either 4 or 5 days a week for 4 or 5 hours a day, respectively. The City is also open to allowing the selected candidate to choose which hours he/she wishes to work between 8 and 5 pm. Final decisions on scheduling can be worked out during the interview process. This position ultimately reports to the City Manager, though it will also be under the direct supervision of the highest ranking Orlinda Fire Department Officer, currently the Fire Captain, who may assign duties and directly supervise this employee.

Description of Work/List of Major Duties

The majority of this position during mowing season will involve maintaining lawn mowers, mowing grass, and spraying weeds. There are approximately 9 acres of traditional grass mowing spread across 3 small parks and 9 city owned buildings and parcels. A large, commercial riding mower is provided and used for most property mowing. This job will also require the mowing of all City right-of-way approximately once per month and that work is done with a tractor and offset mower, so applicants should have at least some familiarity with using and maintaining lawn mowers, small tractors, PTO mowers, and other landscaping equipment.

During the non-mowing season and occasionally during mowing season, the person selected for this job will be required to perform other maintenance work such as:

- plumbing repairs
- minor electrical problems
- light carpentry
- small engine work

- indoor and outdoor painting
- street sign assembly and installation
- cleaning duties, including mopping floors, cleaning commodes, and emptying trash
- power washing buildings, sidewalks, playground equipment, and other locations
- pothole repairs with provided cold-mix patching material and tamper tool.
- minor automotive maintenance – i.e. oil change, flat tire plugs, windshield wiper replacement, etc.
- trimming a small number of shrubs/hedgerows on City property
- sharpening and changing lawnmower blades and other minor tractor and mower maintenance
- perform routine inspections of buildings, park/playground equipment, and other designated areas to look for fire and safety hazards.
- complete monthly or quarterly reports documenting inspections and findings, return maintenance request forms indicating when and how assignment request was completed.
- provide assistance to outside professionals such as plumber, HVAC repairmen, electricians, and others hired to do larger or more difficult repairs
- other duties as assigned

Job Qualifications

- High school diploma or equivalent; technical or vocational training in maintenance or a related field is a plus.
- Proven experience as a Maintenance Technician or similar role, with a strong understanding of building systems, equipment, and repair techniques.
- Proficiency in diagnosing and resolving small mechanical, electrical, plumbing, and HVAC issues.
- Strong knowledge of safety procedures and guidelines related to maintenance work.
- Excellent problem-solving skills and the ability to work independently or as part of a team.
- Strong communication skills to interact with team members, management, and external contractors.
- Attention to detail and the ability to prioritize tasks based on urgency.

- Physical ability to perform manual tasks, including lifting heavy objects, working at heights, and operating power tools.
- Familiarity with maintenance software and computer skills for record-keeping and communication purposes.

Physical Requirements:

This job could require occasional lifting of up to 80 pounds, stooping, bending, stretching, crawling under buildings, exposure to seasonal hot and cold outside temperatures, climbing ladders, working in enclosed spaces and other physically demanding assignments.

For more information, contact city hall at 615-654-3366 or by email at Orlindacityhall@cityoforlindatn.com

Thank you,

Management.