



MAINTENANCE – CUSTODIAN CITY HALL/POLICE STATION

The selected individual will work with a wide variety of responsibilities including keeping buildings and properties designated by the Mayor and Board of Public Works in clean and orderly condition. Maintaining roof top heating/cooling units, emergency generators, sprinkler system and alarms, fire extinguishers, and other safety and health related items. Direct and coordinate activities of workers engaged in repair, maintenance, and installation of machines and equipment, and in maintenance of buildings, grounds, and utility systems of Jasper City Hall, Jasper Police Station, or other buildings. Develop preventive maintenance program in conjunction with engineering and maintenance programs required by manufacturers equipment specifications. Confer with Mayor and Board of Public Works to resolve maintenance problems and recommend measures to improve operations. Prepare department budget and monitor expenditure of funds in budget. High School diploma or GED and maintenance experience preferred. Valid Indiana Driver' License is required.

Submit resume with cover letter of interest, qualifications and references to:

**Mail to:
PERSONNEL DIRECTOR
EOE #346
c/o City of Jasper
PO Box 29
Jasper, IN 47547-0029**

An Equal Opportunity Employer