

**PART TIME HELP  
CITY OF MARTENSDALE**

The City of Martensdale is hiring someone part time to perform water disinfectant residual tests (2 hours per weekend and holidays), and read flow of wastewater facility on weekends. Occasional work during the week when extra help is needed. Must be at least 18 years old and have a valid driver's license.

**JOB SUMMARY**

Performs duties as directed by Maintenance Supervisor. Also, under direction of Mayor and City Council, performs city grounds, buildings and utility maintenance functions as required by City Council Policy, State Statute and City Code.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Weekends:**

- Organize and prioritize workload.
- Perform water disinfectant residual tests (2 hours per weekend and holidays)
- Read flow of wastewater facility on weekends .
- Complete work order forms and daily timesheets.
- Maintain city's image at all times by being courteous and professional.

**As Needed**

- Plow snow from city streets, alleys, fire station and city-owned parking areas. Hand clean around doors and emergency exits.
- Install holiday lights and decorations / remove after holidays.
- Install street barricades.

Education: High school graduate or previous maintenance or engineering experience.

Licensure: Bondable, valid Iowa Driver's License (Type B CDL)

Skills/Abilities: Ability to exercise good judgment, maintain good interpersonal relationships and adapt to change. Ability to spell correctly, write or print legibly, speak clearly, use correct grammar. Ability to organize work. Must be able to demonstrate the knowledge and skills necessary to interact appropriately and perform basic buildings, grounds and utility maintenance for government business.

Please mail your resume to the City of Martensdale, P.O. Box 109, Martensdale, IA 50160 or email it to the [cityofmartensdale@gmail.com](mailto:cityofmartensdale@gmail.com). applications will be reviewed by the City of Martensdale Mayor and City Council Members. Applications available at [www.cityofmartensdale.com](http://www.cityofmartensdale.com).

All applications must be in no later than December 5, 2022.