



EMPLOYMENT OPPORTUNITY

MAINTENANCE WORKER I - THE OLYMPIA CENTER JOB # 10-12

PARKS, ARTS AND RECREATION DEPARTMENT
(THIS POSITION IS REPRESENTED BY THE AFSCME UNION)

SALARY: \$3,067 - \$3,728/MONTHLY (FULL-TIME) **Date Open:** FEBRUARY 1, 2010
\$17.69 - \$21.50/HOUR (PART-TIME)
Status: 1 - REGULAR FULL-TIME, 40 HRS/WEEK **Date Closed:** **FEBRUARY 10, 2010**
1 - REGULAR/PART-TIME, 35 HRS/WEEK

PLEASE READ CAREFULLY

ABOUT THE POSITIONS - THE Parks, Arts and Recreation Department is looking to fill two vacancies for a regular full-time and one part-time Maintenance Worker I positions that will be working at The Olympia Center. These positions are responsible for the general upkeep in and around the Olympia Center. Incumbent is responsible for room setups/takedowns, constant customer interaction with a service first attitude, general cleaning, minor maintenance, repairs and other duties as required. Incumbent in this position must be able to work in an environment with frequent interruptions in a high volume, high traffic area. The shift for these positions will require regular evenings and weekends.

IDEAL CANDIDATE PROFILE

The ideal candidate profile includes:

- Ability to work evenings and weekends, and maintain predictable attendance
- Self-starter and detail oriented
- Ability to provide a high level of customer service to building users at all times.
- Ability to anticipate, accommodate and assist in customers' needs
- Ability to interact with a diverse group of clientele
- Ability to independently multi-task and prioritize duties throughout the day
- Some knowledge of audio/video hookup
- Has a high degree of comfort working with large groups and independently
- Has a "can do" attitude with consistent work ethics and attention to detail
- Has a positive outlook, good sense of humor and ability to deal with issues and concerns openly

Examples of Duties

- Responsible for basic, general upkeep, repair and/or cleaning in and around The Olympia Center.
- Will perform custodial duties to include vacuuming, shampooing and spot cleaning of carpets, stripping, and waxing of floors, cleaning and sanitizing of restrooms and kitchens, and cleaning windows, blinds and vents.

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- Operation of small hand tools, backpack blower/vacuum, power scrubber, up-lift, buffer, wet vacs, and carpet extractor.
- Prepare meeting rooms for occupancy, including all room arrangements such as setting up and taking down collapsible tables, stacking and un-stacking chairs, placing tables and chairs, connecting audio/video equipment,
- Responsible for opening or closing the facility.

SPECIAL REQUIREMENTS

- In accordance with the Child and Adult Abuse Act (RCW 43.43), applicants considered for appointment will be required to undergo a criminal inquiry relating to crimes against persons that will be conducted prior to hire. Employment is contingent upon acceptable results of the inquiry.
- A valid driver's license is required.
- Successful completion of a criminal background check required for appointment.
- Current CPR/First Aid certification is required.

DESIRED EXPERIENCE AND EDUCATION - One year general work experience required. Experience in basic building maintenance or general building cleaning and upkeep preferred. In person public contact customer service experience is a must.

Special Requirements: Successful completion of a criminal background

TO APPLY:

To obtain an application:

- Complete the [City Employment Application](#) and the [Supplemental Application](#) by clicking on these links. The City Employment Application is form enabled and can be saved for future reference. You can also download the application from our website: <http://www.olympiawa.gov/employment/currentopenings>
- In person at Olympia's City Hall, Human Resources, located at 900 Plum Street, SE, Olympia.
- Call City of Olympia Jobline, (360) 753-4444 (ext. 8383). An application will be mailed to you. Please note the closing date and allow time for mailing.

Please include:

- A completed City of Olympia employment application.
- Submit your application:
- By mail or in person: Must be received in the HR Dept. **by 5:00 p.m., February 10, 2010.** Our address is: Attn: HR Dept., City of Olympia, 900 Plum Street SE, Olympia, WA 98501
- E-mailed and faxed applications will not be accepted.

Note: Please make sure to read further to the next page for more information and instructions regarding this employment opportunity.

Note: Please Read

Selection Process

All applicants will be required to participate in a written basic skills test as part of the screening process. A completed application must be submitted in order to participate in the testing process. A minimum score of 21 will be required in order to be considered further in the selection process. Candidates selected for interviews may be required to successfully complete one or more job related maintenance or custodial skills test.

After submitting your application, please note your designated test time below and ensure that you attend your designated test schedule. Please note that we will not send you a notice or reminder of your designated test schedule for this position.

If your last name begins with:

Your test schedule is:

A – M

Thursday, February 18, 3:30 p.m. – 4:00 p.m.

N – Z

Thursday, February 18, 4:15 p.m. – 4:45 p.m.

Test Location: The Olympia Center, Room A, 222 Columbia St NW (Downtown Olympia)

IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES MAY BE MADE UPON REQUEST BY CONTACTING THE HR DEPARTMENT (360) 753-8442

THE CITY OF OLYMPIA IS AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO A DIVERSE WORKFORCE. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

THE CITY OF OLYMPIA IS A DRUG-FREE WORK PLACE. SOME POSITIONS MAY REQUIRE PRE-EMPLOYMENT DRUG SCREENING, PRIOR TO EMPLOYMENT WITH THE CITY.