**ASSISTANT UTILITY AND MAINTENANCE POSITION**

 The City of Sumpter is looking for an outstanding individual with high interpersonal communication skills, organized, flexible, time management skills, willing to work in all climates, able to follow direction from the Mayor and/or City Council. Willing to receive training on safety procedures, processes and various skills needed to perform assigned tasks.

 This is a full-time position of 40hrs/wk., medical benefits, $18-25/hour depending on applicants’ experience and certification levels. Hours needed may vary from less than the full 40-hour work week to overtime hours on an as needed basis. The job responsibilities can include but are not limited to the following:

1. Take water and sewer readings and adjust mechanical systems as needs require.
2. Maintain equipment for water and sewer systems.
3. Have and/or receive skills in heavy equipment operation.
4. Conduct basic maintenance on various tools and equipment.
5. Install water and sewer hook-ups.
6. Perform basic maintenance of city buildings and properties.
7. Operate heavy equipment in the task of wintertime snow removal for city streets and city properties.
8. Set up equipment and items needed for City events; such as annual Flea Markets.
9. Must be available for emergency callouts and situations that may arise after regular working hours.
10. Willing to take training courses/classes for water and sewer certifications.