

Date: March 3, 2010

## POSITION ANNOUNCEMENT

The City of Ruston is recruiting for the following position:

*TITLE:* Building Maintenance Technician 1

*REPORTS TO:* Fleet & Facilities Manager

*SUMMARY OF DUTIES:* Maintains and repairs physical structure of the Civic Center by painting and performing structural repairs to masonry, woodwork, and furnishings. Repairs and maintains machines, mechanical equipment, buildings, and works on plumbing, electrical, and A/C and heating systems. Troubleshoots and fixes faulty electrical switches. Assists in general cleaning and up keep of the building. Assists other departments as requested. Assists in setup in Civic Center

### REQUIREMENTS

**EDUCATION:** High school diploma or general education degree (GED).

**EXPERIENCE:** Education requirements plus five (5) years carpentry and equipment maintenance experience and/or training.

**SKILLS:** Must be able to use common hand and power tools. Must be able to read and understand blueprints. Must be able to stand, walk, use hands and arms, hear and talk. Ability read to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals, write routine reports and correspondence. Ability to add, subtract, multiply and divide in all units of measure. Apply to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. situations.

**LICENSES:** Must have a valid Louisiana Drivers License and an excellent driving record.

**RATE OF PAY:** \$10.62 per hour.

**CLOSING DATE:** Open until filled.

**BENEFITS:** Full/Time, Vacation Leave, Sick Leave, Holiday Pay, Insurance, & Retirement.

### APPLYING INSTRUCTIONS

Interested applicants should submit a resume and a letter of interest to City of Ruston, Attn: Personnel, P.O. Box 2069, Ruston, LA 71273; by fax: 318-251-2229; stop by City Hall, Room 211 for an application; or visit our website at [www.ruston.org](http://www.ruston.org)

**PRE-EMPLOYMENT PHYSICAL AND DRUG TESTING IS REQUIRED  
THE CITY OF RUSTON IS AN "AT WILL" EMPLOYER  
THE CITY OF RUSTON IS AN EQUAL OPPORTUNITY EMPLOYER**