




# Public Services Maintenance Technician

- **Type:** Full Time
- **Salary/Pay Rate:** \$23.23 - \$30.21/hour
- **Posted Date:** 10/31/2024
- **Deadline to Apply:** 11/21/2024

JOB DETAILS	DESCRIPTION
<b>Department</b>	Public Services
<b>Benefits</b>	<a href="#">Click here to review a Summary of Employee Benefits</a>
<b>Civil Service Status</b>	This is a Civil Service position
<b>Regular Hours</b>	Monday - Friday; 7:30 AM - 4:00 PM  Working hours/days may vary during the construction and winter seasons. There are times when it will be necessary to work night shifts, weekends, be on call, and/or work alternating 12-hour shifts.  Overtime and Weekend Work as Required
<b>Tentative Start Date</b>	January 2025
<b>Job Summary</b>	Under the general direction of the Urban Forestry Supervisor or Parks Maintenance Supervisor, the Maintenance Technician provides a variety of routine, manual, and service tasks in support of the Public Services department. Performs routine tasks normally involving labor for the maintenance of the City streets, parks, horticulture, and forestry related services as well as assists with snow removal and other duties assigned.  **The immediate vacancy for this position will report to the Urban Forestry Supervisor and will be assigned to complete forestry-related services with the Forestry Team. Future vacancies for this position may be assigned to other services within the department.**
<b>Deadline to Apply</b>	<b>November 21, 2024 @ 11:59 PM</b>
<b>Requirements</b>	Requires high school diploma or equivalent; a valid driver's license; ability to lift greater than 50 lbs.; ability to work outdoors in various weather conditions; must be at least 18 years of age.
<b>Steps to Apply</b>	Steps to Apply:  1. <b>Profile:</b> You MUST complete an online Applicant Profile. A link is provided below to our Online Application System.  2. <b>Attachments:</b> You are highly encouraged to attach a copy of your resume to your profile under the Apply For Job section.  You <b>*must*</b> attach the following documents to your profile under the Apply For Job section (attachments are job specific, once you click Finish & Apply you will not be able to add any additional documents):

	<p>a) Written Questionnaire</p> <p>Click to open: <a href="#">Written Questionnaire</a></p> <p><b>Completed written questionnaire must be attached to your application by the deadline date, November 21, 2024 at 11:59pm CDT to be considered for this position.</b></p> <p><b>3. Qualifications/Certifications/Licenses:</b> Under the Resume &amp; Qualifications section, make sure to list any certifications or licenses you currently hold.</p> <p><b>4. Applying for Position:</b> Once you have completed your profile, you MUST apply for the position (The link to Finish &amp; Apply is located on the Apply For Job section after you have completed your profile. Once you have applied, it will be listed under your My Applications tab. Any applications marked as Status: Incomplete, have not been submitted.).</p> <p>All steps MUST be completed before the posted deadline to be considered for this position. We will not accept incomplete profiles. Communication throughout this process (including invitations to any examinations and/or interviews) will be made via the email supplied through the City's on-line application system. It is recommended to check your email "Junk" folder for emails from the City of West Des Moines. If you have any questions during the application process, please contact Human Resources at 515-222-3616 .</p>
<b>Civil Service Exam</b>	<p>A Civil Service Examination will be administered for this position. The Top 20 applicants meeting the minimum qualifications for the position, submitting all required application materials, and receiving a passing score on the written questionnaire will be invited to participate in the remainder of the Civil Service Examination, which will include an oral board interview and an equipment knowledge test.</p> <p>Oral board interviews and equipment knowledge tests are tentatively scheduled for the week of December 30, 2024. <i>All dates are tentative and subject to change due to unforeseen circumstances.</i></p>
<b>Physical/Drug Test</b>	<p>Post offer, pre-employment physical and drug test are required.</p>
<b>Apply Here!</b>	<p><a href="#">City of West Des Moines Online Application System</a></p>
<b>Instructions &amp; FAQ's</b>	<p>You will need to complete an online profile and apply for this position online. There are <a href="#">Instruction Sheets</a> under the Employment section of our City website as well as a number of topics in our <a href="#">FAQ section</a>. If after reviewing these help guides you still need additional help, please visit or contact Human Resources 515-222-3616.</p> <p><b>If you are currently employed with the City, please reference the <a href="#">Internal Instruction Sheet</a> prior to applying. With questions, please contact Human Resources at 515-222-3616.</b></p>
<b>Contact Information</b>	<p>CITY OF WEST DES MOINES Human Resources, 1st floor, Suite 1E</p>

	<p>4200 Mills Civic Parkway PO Box 65320 West Des Moines, IA 50265-0320 515-222-3616  (phone) 515-273-0601  (fax)</p>
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