

## **CASUAL MAINTENANCE TECHNICIAN (Custodial - Tolls)**

**Location: New Castle, DE**

**Hourly Rate: \$13.00**

**Opening Date: January 5, 2021**

**Closing Date: February 5, 2021**

### **I. POSITION SUMMARY**

This position is a casual maintenance laborer position. Most job responsibilities require little or no previous skills. This position is required to operate basic hand tools and light equipment (i.e. Broom and Vacuum). This position is also required to work safely and efficiently in accordance with instructions, general operating practices, and procedures. Work is focused on immediate unit with limited awareness of related areas. Work schedules can be modified to fit the departmental needs which may require the employee to work shift work and/or weekends. Work is performed indoors/outdoors and can be in any weather condition. This casual position is part-time and is limited to work a maximum of 28 hours per week on average, and there are no guaranteed minimum number of hours, nor are there any guaranteed assignments. **The shift is from 2:30pm-6:30pm Sunday thru Thursday (Start and End Times are Flexible).**

### **I. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs routine maintenance duties based on specific requests
- Helps complete work plans according to deadline
- Completes or assists in completion of tasks such as:
  - Custodial maintenance
  - General house keeping
  - Other duties as assigned
- Provide the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to read work orders; effective oral and written communication skills
- Ability to understand relevant Authority policies and procedures and safety techniques
- Within a reasonable time period, gains basic competence in all required equipment and in assigned work
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- Ability to provide superior customer service to everyone

#### **IV. TYPICAL WORK ENVIRONMENTS**

- Custodial/General Building Maintenance
- Landscaping and Grounds Keeping

#### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license

#### **VI. REQUIRED EDUCATION AND EXPERIENCE**

- Must be at least 18 years old
- High school diploma or equivalent or equivalent related experience
- Previous experience in custodial and/or landscaping/grounds keeping

#### **VII. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation
- Subject to a pre-employment physical
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay