

General Maintenance – Part Time

Job Summary:

This position works in a variety of environmental conditions, i.e., heat, cold, rain, etc. It requires advanced skills and independent judgment in performing the duties. Routinely supervised. Works closely with the Maintenance Director and Shop Foreman. The position does have moderate confidential information and frequent contact with fellow employees, contractors, and some public. This position requires general maintenance, repairs, construction, inspections, preventive maintenance, cleaning at facilities, grounds and Bus Stops. Documented paper work is required in every task. Requires flexibility with work schedule after hours and to be available in emergency situations.

Essential Functions of the job:

Perform maintenance and repair on an as needed basis to all CTA facilities and Bus Stops. Investigate complaints of vandalism and need of repair or maintenance to items mentioned above. Complete documentation on all tasks performed.

Perform janitorial services at all CTA Bus Facilities (i.e., maintains cleanliness of all public CTA restrooms).

Assist Marketing Department in the maintenance of advertising materials for such duties as installation and removal of signs at Bus Stops.

Oversee some contract work that is performed at the request of CTA.

Responsible for fueling and cleaning the assigned vehicles used by General Maintenance Employees.

Coordinate with Shop Foreman to keep Maintenance vehicles in good working condition.

Additional Functions of Work Performed:

Cross training and assist in other areas of the Maintenance Department.

Use of the copy machine, calculator, computer, fax machine and phone.

THIS JOB POSITION HAS BEEN DESIGNATED AS WITHIN ESSENTIAL PERSONNEL.

UNDER THE ESSENTIAL PERSONNEL POLICY FOR HURRICANE EVACUATIONS AND OTHER EMERGENCY RESPONSIVE EVENTS (POLICY). INCUMBENT(S) IN THIS JOB POSITION ARE SUBJECT TO THE PROVISION OF THAT POLICY AND SUCH OTHER REQUIREMENTS AS DETERMINED BY MANAGEMENT FOR THE GIVEN EVACUATION OR OTHER EMERGENCY EVENT.

Skills-Qualifications:

Education: High School Education or G.E.D. required.

Experience: Minimum 5 years' experience of general maintenance repairs (for Class A General Maintenance); Minimum 1 year successful general maintenance repair (for Class B General Maintenance). Proficient in carpentry, plumbing, electrical, air conditioning, outside grounds, knowledge of chemicals, paints, lubricants, etc. Must have the ability to read manuals and directions as need to perform the task. Must have a verifiable work reference.

Must have a valid MS Driver's License.

Must pass the company Drug and Alcohol screening test, abide by all drug free work place policies and FTA/DOT guidelines.

Must pass a pre-employment physical (vision included) prior to start date.

Must not have been convicted of any felony involving weapons, narcotics, theft, bodily injury, threatened injury or fatality.

Job Type: Part-time

Pay: \$11.00 - \$18.00 per hour (Based on experience)

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