

# **CIVIL SERVICE COMMISSION**

*of the City of Meridian*

City Hall • 601 24th Avenue  
P. O. Box 1430  
Meridian, Mississippi 39302-1430

Phone  
(601) 485-1931

FAX  
(601) 485-1911

## **AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI**

### **MAINTENANCE WORKER (4012)**

**\$18,720 beginning annual salary, payable bi-weekly, to a maximum of \$33,199**

**OPENING DATE: Nov. 9, 2022**

**CLOSING DATE: Applications will be accepted until 12:00 Noon on Nov. 9, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

**ESSENTIAL FUNCTIONS:** Removes water and sludge from tanks via pumps and other equipment; cleans and maintains tanks, channels, digestors and other containers and equipment; extracts sand from grit tanks; disposes of refuse and sludge according to specified guidelines; collects water samples from the water treatment tanks for laboratory examination. Maintains the lawn and grounds for various city-owned property; cuts the grass, pulls weeds, waters plants and grass, applies fertilizer and insecticide, picks up trash and performs other functions to keep grounds neat and healthy; uses various equipment and tools such as lawnmower, weed eater, rake, shovels and other related equipment for use in grounds care. Washes walls and floors with power washer; sweeps floors, sidewalks and stairs; removes dirt and debris; mops and disinfects floors, tiles, and sidewalks; strips and removes old wax and applies new wax as needed; buffs and polishes floors. Maintains specified route(s) for water meter maintenance; lifts meter box lids; replaces lids correctly; removes dirt, water, insects, amphibians and debris from boxes; digs meter boxes out when necessary. Performs general street maintenance tasks; levels gravel and asphalt; installs street signs and posts; places barricades at various locations; cleans up after vehicular accidents and removes road debris; mixes paint for signs and road work; completes work orders; maintains supplies and equipment. Maintains sludge press machines and other equipment and supplies; ensures machines and equipment are clean and functioning properly; washes in and around equipment and buildings after each use. Performs general maintenance and cleaning; changes light bulbs; paints structures and equipment; picks up trash and debris in and around buildings and grounds; empties trash containers and receptacles; removes and disposes of trash according to city policy. Assists plant operators and other personnel as required during daily assignments. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by 2 months previous experience and/or training involving general grounds and building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Mississippi driver's license, Class R.

EXAMINATION: The examination shall consist of 30% minimum qualifications and 70% oral interview. Applicants deemed to have met the minimum qualifications will be notified by the Civil Service Administrator when to pick up their written notification for the oral interviews. Eligibility shall be for a period of up to one (1) year from the date of certification. No test will be rescheduled regardless of circumstances, EXCEPT those conducted at Meridian Community College. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement.** False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. **As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.**

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity applicant must be capable of performing all essential functions of this position, which are considered as bonified occupational qualifications. Indicate special needs.

For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.