

CIVIL SERVICE COMMISSION

of the City of Meridian

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

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

MAINTENANCE WORKER, SR. P&R (4016)

Up to a maximum salary of \$34,899.50

OPENING DATE: September 13, 2023

CLOSING DATE: Applications will be accepted until 12:00 Noon on October 2, 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: Performs general carpentry work and building maintenance; maintains and repairs items as needed; cleans bathrooms and maintains supply inventory. Conducts maintenance and installation of recreational equipment for city-owned and operated facilities; installs and repairs playground equipment; resurfaces and repairs tennis courts; cleans swimming pools. Maintains the lawn and grounds for various city-owned properties; cuts the grass, pulls weeds, waters plants and grass, picks up trash; uses various equipment and tools such as lawnmower, weed eater, rake, shovels and other related equipment for use in grounds care. Performs general maintenance and cleaning; changes light bulbs and heating and air conditioning filters; paints structures and equipment. Performs general street maintenance tasks; installs and/or repairs street signs and posts; places barricades at various locations; applies sand to oil spills on roadways. Operates city-owned vehicles to include city truck, flocculator motor, generators, flocculators, pumps, pressure washer, tractor, riding lawnmower and other specialized vehicles in the daily performance of duties; adheres to all local, state and federal safety regulations; ensures compliance by coworkers and supervisors. Maintains city-owned machinery and equipment at assigned location; cleans and replaces oil and filters. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; 5 months previous experience and/or training involving general maintenance, landscaping, utility plant operation or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must evidence a Class R Mississippi driver's license at the time of application.

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 Secretary when to pick up their written notification for the oral interviews that will take

place starting at **9:00 A.M. on Friday, October 16, 2023**, in the Second Floor Conference Room, Union Station, 1901 Front Street, Meridian, MS. 39301. Oral interviews will be conducted by appointment only. Applicants are responsible for obtaining their scores by coming into the Civil Service Commission office or calling (601) 485-1931 and providing their application number written in the top right-hand corner of the application. 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.