

HIRING NOTICE

MAINTENANCE OPERATIONS COORDINATOR

The Town of Roachdale is seeking applications of qualified individuals for the position of Maintenance Operations Coordinator. The ideal candidate will have knowledge of general construction and maintenance with a background in the municipal sector.

This position performs a variety of skilled, technical, supervisory, and administrative work in planning, operating, and maintaining the facilities and equipment, in conjunction with contracted vendors, of the water supply, water distribution, sanitary sewer collection, storm water drainage systems, gas supply systems, utility meter reading and street maintenance to list a few of the requirements.

Exercises close supervision over maintenance workers, temporary workers, and other staff assigned by the town council. Also, responsible to coordinate with and oversee any outside contractors hired by the town council. All outside contractors will be directly responsible to the town council. Managerial experience preferred.

This is a full time, benefits eligible position. Salary is negotiable, commensurate with experience. The schedule is 8:00 am to 4:30 pm Monday-Friday with additional on-call hours as needed for utility emergencies or town maintenance.

Applicants must possess a high school diploma or GED, have a valid, unrestricted Indiana driver's license, a safe driving record, and be able to pass a pre-hire and random drug and alcohol screening tests if hired.

Interested applicants must submit a resume and application (available on our website www.townofroachdale.org or at the Town Office) to the Town Office either in person or by email to debbie.roachdale@gmail.com (please submit email resumes and applications in PDF format only). Please contact the Town Office at 765.522.1532 with any questions.

It is the policy of the Town of Roachdale to provide equal opportunity to employees and candidates for employment. Accordingly, the Town will not discriminate in hiring or terms and conditions of employment on the basis of race, color, disability, religion, sex, age, national origin, or veteran status. This policy is applicable to the policies governing recruitment, placement, selection, promotion, transfer, rates of pay, benefits and all other terms and conditions of employment.