



## CITY OF MANDEVILLE

### SEEKING APPLICATIONS FOR THE FOLLOWING POSITIONS:

- **CLERK II** – Full time, 35 hours per week. Salary range starts at \$13.12 an hour. This position performs routine clerical tasks including typing, data processing, provides customer assistance, and distributes department mail. Must be at least 18 years of age; possess a high school diploma or equivalent and one year of related experience.
- **MAINTENANCE WORKER II – BUILDINGS/GROUNDS – PUBLIC WORKS DEPARTMENT** - Full time, 40 hours per week. Salary range starts at \$11.93 an hour. This position performs a variety of semi-skilled or skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City buildings and facilities. Works under the immediate direction of the Assistant Superintendent. Must be at least 18 years of age; possess a high school diploma or equivalent, and have at least two years or more demonstrated related experience. Must have a valid Louisiana driver's license, commercial driver's license within one year of employment.
- **MAINTENANCE WORKER II – WATER DIVISION – PUBLIC WORKS DEPARTMENT** - Full time, 40 hours per week. Salary range starts at \$11.93 an hour. This position performs a variety of semi-skilled or skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water facilities and systems. Works under the immediate direction of the Assistant Superintendent. Must be at least 18 years of age; possess a high school diploma or equivalent, and possess current Louisiana Class II Operator's certification or ability to obtain within one year of employment. Must have a valid Louisiana driver's license, commercial driver's license required within one year of employment.
- **EQUIPMENT OPERATOR – BUILDINGS/GROUNDS – PUBLIC WORKS DEPARTMENT**- Full time, 40 hours per week. Salary range starts at \$14.59 an hour. This position performs a variety of semi-skilled or skilled maintenance work, and operates a variety of equipment and trucks utilized in construction, maintenance, and repair activities; performs a variety of semi-skilled tasks in the maintenance of light, street, water, sewer and storm drainage systems. Works under the immediate direction of an Assistant Superintendent. We seek a working leader who directs day-to-day operations and maintenance functions of assigned crew. Must be at least 18 years of age; possess a high school diploma or equivalent, and have three years or more related experience with use of medium and heavy equipment, two of which must have been related to utility or street systems. Must have a valid Louisiana driver's license, commercial driver's license required within one year of employment.

#### **BENEFITS:**

- Majority of health and dental insurance for employee and dependents paid by the City; includes employee life insurance of up to \$15,000.
- Excellent retirement benefits paid by the City through the Louisiana Municipal Employees Retirement System.
- Up to 14 paid holidays per year, up to 11 vacation days in the first year.

#### **APPLICATION DEADLINES:**

**Applications must be received NO LATER THAN 4:00 P.M., APRIL 3, 2017.**

#### **TESTING DATES:**

Civil Service written examinations have been scheduled for:

- Clerk II – April 12, 2017
- Maintenance Worker II – April 13, 2017
- Equipment Operator – April 13, 2017

For additional requirements and information on each position the job descriptions are online at [www.cityofmandeville.com](http://www.cityofmandeville.com) or at the front desk at Mandeville City Hall. Resumes will not replace the required completed job application. Please fill out one application per position for which you are applying.

Applications should be submitted to:  
City of Mandeville  
Attn: Human Resources Department  
3101 E. Causeway Approach  
Mandeville, LA 70448

[www.cityofmandeville.com](http://www.cityofmandeville.com)  
(985) 626-3144  
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