



City of Argo  
100 Blackjack Rd  
Trussville, AL 35173  
(205)352-2120  
city.argo@gmail.com

The City of Argo is currently taking applications for a Part-Time City Maintenance position. The job description and employment application can be found on our website at [cityofargo.org](http://cityofargo.org). All applications can be turned in to City Hall, Monday - Friday from 8:00 A.M. - 4:00 P.M. or emailed to [city.argo@gmail.com](mailto:city.argo@gmail.com). Please include a resume

#### Job Description for City of Argo Maintenance Position

Responsible for the use and inventories of spare parts, maintenance supplies, and equipment to mitigate risk.

- Maintains all tools, equipment, and replacement parts in working condition.
- Sweep, clean and maintain all common areas of the community (i.e. pavilion, park, city hall, etc.)
- Maintain landscaping, bushes, trees, and lawn.
- Perform an inspection of community grounds each morning.
- Assist with Community Service workers
- Assists City Clerk with disbursing agendas for Council Meetings.
- Responsible for handling complaints (i.e. road issues, limbs overgrown, etc.)
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to type and make repairs; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds.
- Must be able to operate heavy machinery/equipment.