



CITY OF SNELLVILLE

VACANCY ANNOUNCEMENT

Administrative Maintenance Worker

Minimum Starting Salary Range: \$36,417.00 to \$42,233.00

APPLICATIONS WILL BE RECEIVED UNTIL: June 26, 2026 and thereafter until position is filled

DUTIES: This is semi-skilled manual work performing basic building maintenance for the City Center Complex buildings, completing room setups for events at City Hall, doing basic building and grounds maintenance, including cleaning parking lots, inventory tracking of janitorial and building supplies, collection and drop off of weekly recycling, coordinating and tracking of annual maintenance performed on equipment and systems. You will act as the daily courier which involves making bank deposits and delivering interoffice mail between departments. Work can also involve heavy manual tasks that may require the use of power tools and operation of light equipment. All other duties as assigned. Assignments will be carried out under the direct supervision of the Administrative Manager in the Administration Department.

MINIMUM REQUIREMENTS: Candidates with a minimum of one (1) year of experience in Building Maintenance or other related field preferred. Basic skill and/or experience with Microsoft Office programs. Any equivalent combination of education and experience may be acceptable. Qualified applicants will have the ability to work in a variety of weather conditions. They also will possess the ability to lift and carry heavy objects (up to 100 lbs.) and bend, squat, twist, crawl and climb on a daily basis. Incumbents must be able to operate assigned equipment in a safe and efficient manner and possess a valid Georgia Driver's license with a good motor vehicle record.

HIRING PROCESS: The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, a financial history check and successful completion of a post-offer, pre-employment drug screening.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
or online at www.snellville.gov**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: June 9, 2026