

Community Aide – Utility Support

The Community Aide – Utility Support will be responsible for supporting the Facilities Maintenance Division. This position will report to the Building Manager, however will assist the Building Repairer assigned to the Building. The Community Aide will be charged with the following:

- Maintain grounds surrounding City Buildings.
- Picking up trash, debris, and hosing down exterior of building.
- Performing custodial duties in the building, as needed.
- Assist Building Repairer with performing maintenance tasks.
- Setting up for events; returning the building back to its original form – as needed.
- Answers telephone calls from building occupants and Agency staff fielding complaints; dispatching calls and receiving messages for the Maintenance Supervisors.
- Manage Microsoft Outlook to send and receive email messages.
- Use printers, copiers and scanners.

REQUIREMENTS

- Graduation from an accredited high school or possession of a GED certificate.
- One year experience with cleaning, custodial, and maintenance work.
- Experience with Microsoft applications – Word and Excel.
- Ability to learn computer systems quickly

COMPENSATION

- \$9.25 - \$14.68 per hour, commensurate with level of experience

For consideration, please send resume referencing the job title to:

Nia Brown - HR Assistant I
Baltimore City Department of General Services
200 N. Holliday St. 8th Floor Baltimore, MD 21202
DGS_HR@baltimorecity.gov

Baltimore City Government is an Equal Opportunity Employer