

**JOB TITLE: Part-Time Maintenance worker**

**ORGANIZATIONAL RELATIONSHIPS:**

**Reports to: Maintenance Supervisor**

**PRIMARY FUNCTIONS:**

Under the direction of the Maintenance Supervisor, provides necessary services for all Town maintenance and operational jobs and assists in Town construction projects.

**WORK SCHEDULE:** This position will be scheduled for no more than an average 16hrs/per work week. Employee will work no more than 480 hrs. in the Fiscal Year. Hours will be completed during the Town's standard work week. (Mon-Fri 7a-3:30p) No work hours will be scheduled on Town Holidays.

**REQUIRED EDUCATION/KNOWLEDGE:**

Requires a High School Diploma or equivalent. Possesses a background and/or skills in general maintenance procedures and/or experience in light construction, a class C non-commercial driver's license, basic communication, and public relation skills.

Duties may include a variety of tasks involving physical labor. Candidate must be aware of his/her personal physical capabilities and limitations including, but not limited to, all-weather outdoor activities, repetitious tasks and lifting of heavy objects. Employees are expected not to exceed their abilities or limitations.

**DUTIES include but are not limited to:**

1. Performs general maintenance work on Town structures such as repair, carpentry, painting, cleaning, etc.
2. Performs general maintenance tasks on Town parks and property including planting, mowing, trimming or related activities as necessary.
3. Helps in maintaining and cleaning the Town's Maintenance Facility.
4. Makes the Supervisor aware of supply needs.
5. Picks up trash or other debris as needed in Town or park areas.
6. Performs tasks in the maintenance of Town roads including patching, sweeping or other necessary repair work.
7. Helps install road signs, paints crosswalks or curbs, flags traffic or other road-related repair tasks.
8. Assists with snow removal, salting streets or other activities during inclement weather.

9. Performs necessary tasks in repairing water and sewer lines.
10. Assists in leaf and brush collection.
11. Cleans drainage ditches and drainage and sewer pipes. Mows and trims Storm Water Management facilities, and Storm Water inlets.
12. Operates Town equipment or tools (as experience and training dictates) including trucks, tractors, mowers, backhoe or other as necessary.
13. Participates in Town construction projects including concrete work and carpentry.
14. Runs necessary errands as directed by Supervisor.