

TOWN OF JACKSONPORT

JOB DESCRIPTION

MAINTENANCE WORKER

Qualifications:

- High school diploma or GED
- Must have valid driver's license
- Experience in maintenance and repair
- Ability to perform tasks outlined under Job Duties
- Self-motivated individual with an eye to identify necessary tasks and duties

Reports to/supervisor: Town Chairman- Work duties may be requested by Town Chairman, Town Supervisors, and other town officials as necessary.

Hours: Flexible hours approximately 15-25 hours per week, various seasonally. If the employee wishes to volunteer time, it must be documented in advance.

Evaluation: A written evaluation will be performed once per year by the Town Chairman and Town Supervisors. The evaluation will be conducted annually in the month of February, based on job performance.

Job Duties: Any combination of the following duties to maintain and repair town property, using a variety of machines, tools and equipment:

- Seed, mow, and trim grass.
- Trim/remove weeds and brush on town property
- Clean all town buildings and contents.
- Maintain flowerbeds and walkways by weeding/spraying
- Empty trash containers (Parks, Town Hall, Fire Station)
- Garbage cans must be empty prior to Tuesday Morning Farm Market at Lakeside Park and after the event. (seasonally)

- Inspect, clean, and restock Lakeside Park bathroom facilities as necessary
- Weekly inspections of Schauer Park to identify any necessary maintenance. Such as garbage pickup, weed control, repairs, etc.
- Painting as needed
- Drive truck/remove fallen trees and limbs from roadways and road right-of-way. Repair town roads/walkways with patch materials
- Remove and replace damaged traffic signs/painting of sign posts
- Perform preventive maintenance of all town equipment on a scheduled basis; inspect belts, check fluid levels, change oil, replace filters, grease bearings and seals, etc; repair or replace broken parts/equipment
- Replace broken windows and other building repairs as needed
- Maintain and repair playground and park equipment
- Maintain softball fields and prepare prior to games
- Perform outside custodial duties such as garbage pickup, and snow and ice removal as required
- Help work recycling pick up, 2nd and 4th Saturdays of each month from 10 a.m. until noon
- Obtain estimates for supplies, repair parts; order and pick up parts as needed, with an authorized purchase limit of \$100.00 (with Town Chairman approval)
- Perform other regular maintenance and repair tasks assigned by the Town Chairman, Town Board, or other town officials.