**TOWN OF JACKSONPORT**

**JOB DESCRIPTION MAINTENANCE WORKER**

**Updated May 2019**

**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 town clerk.
* Keep path to propane tanks clear of snow and maintain a path to the furnaces. Check propane tanks monthly.
* Assist with snow removal around town hall