

# TOWN OF JACKSONPORT

## JOB DESCRIPTION:

### TOWN MAINTENANCE POSITION

**Qualifications:** High school diploma or GED  
Valid drivers license  
Experience in maintenance and repair  
Ability to perform tasks outlined under "Job Duties"

**Reports to and supervised by:** Town Chairman

**Hours:** Variable

**Evaluation:** A written evaluation will be completed once per year by the Town Board

**Job Duties:**

- Maintain town parks and cemetery
- Maintain town buildings, including cleaning and repairs
- Perform outside custodial duties including recycling, garbage, snow & ice removal
- Maintain roads including patching, clearing limbs, brushing and signs
- Maintain town equipment
- Other duties as assigned by the Town Chairman / Town Board