

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