

BOROUGH OF LEMOYNE

"The little town that has it all!"

JOB DESCRIPTION

JOB TITLE: PART-TIME MAINTENANCE WORKER

STATUS: Part-Time Non-exempt

DEPARTMENT: Maintenance

REPORTS TO: Maintenance Department Supervisor and Assistant Supervisor

PURPOSE: The purpose of this position is to aid Borough Council in providing for the health, safety and welfare of the residents and property owners in the Borough by maintaining and repairing various Borough properties and equipment, and by performing other essential functions as needed.

ESSENTIAL DUTIES & PERFORMANCE RESPONSIBILITIES:

1. Clean, repair and maintain Borough-owned equipment and property in good working order as needed.
2. Maintain buildings (interior/exterior), flower beds and lawn areas.
3. Maintain grass areas, playground equipment, walkways, recreation equipment, pavilions, ball fields and other park facilities.
4. Plant, prune, water and remove plants and trees as necessary.
5. Report to the Department Supervisor or Assistant Supervisor the need to repair or replace equipment, facilities and property.
6. Maintain a current Drivers' License.
7. Maintain good working relations with the general public and other employees.
8. Represent the Borough in public with a clean, professional appearance.
9. Perform other related work as required by the Department Supervisor and Assistant Supervisor.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge:

- General knowledge regarding the maintenance and repair of buildings, grounds, equipment and facilities.
- Operation of common hand and small power tools, as well as other equipment such as lawn mowers, small tractors, chain saws.
- Operation of vehicles, including dump trucks and riding lawn mowers.

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Mental Abilities:

- Understand, follow and convey complex oral and written information.
- Learn new tasks, methods and procedures.
- Read, write and speak the English language.

Physical Abilities:

- Perform demanding physical labor for up to 4 hours at a time.
- Sit on a piece of equipment or in a vehicle for up to 4 hours at a time.
- Walk up and down stairs.
- Use and operate a variety of hand tools and power equipment.
- Work in the outdoors in all types of weather conditions.
- Operate vehicles, up to and including dump trucks.
- Communicate with others by voice.
- Occasionally lift up to 50 pounds.

Experience and Training:

- High School Diploma or the equivalent

Clearances and Licenses:

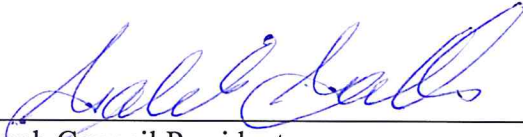
- Current Drivers' License

TERMS AND CONDITIONS OF EMPLOYMENT:

Work is scheduled at the discretion of the supervisor for approximately four hours/day, up to 20 hours/week. Successful pre-employment drug and alcohol screening, criminal background and motor vehicle record checks required.

APPROVAL OF THIS JOB DESCRIPTION BY BOROUGH COUNCIL:

By: _____


Borough Council President

Date: _____

03-15-2018