

Town of Jamestown Job Vacancy Announcement

Position: Part Time Seasonal Maintenance Worker

The Town of Jamestown, Indiana, seeks applications from qualified candidates for the position of Seasonal Part-time Maintenance Worker.

At the supervision of the Jamestown Utilities Superintendent, the position performs manual work including basic grounds maintenance and improvements and assists with more involved tasks and projects (including irrigation, landscaping, etc.). Performs basic facility, playground, and park maintenance repairs and improvements and assists with more involved tasks and projects. Assists in identifying maintenance needs, planning & scheduling maintenance activities, and maintaining applicable maintenance records. Assists public works with related duties as needed.

Requirements:

- High School Diploma or GED equivalent.
- Must have a valid Indiana Operator Driver License.

Starting wage range is competitive and negotiable based on the candidates experience and education. [Click here](#) to download the Town employment application. Please complete the Town employment application and submit to Josh Hawkins at jhawkins@jamestownin.com. Applications will be accepted until the position is filled.

Town of Jamestown Position Description

Position: Part-time Seasonal Maintenance Worker Job Description

Department: Utilities

Supervision: Utilities Superintendent

Non-exempt - Hourly

POSITION SUMMARY:

At the supervision of the Jamestown Utilities Superintendent, the position performs manual work including basic grounds maintenance and improvements and assists with more involved tasks and projects (including irrigation, landscaping, etc.). Performs basic facility, playground, and park maintenance repairs and improvements and assists with more involved tasks and projects. Assists in identifying maintenance needs, planning & scheduling maintenance activities, and maintaining applicable maintenance records. Performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities may include, but are not limited to, the following:

1. Performs parks and grounds maintenance for properties owned by the Town including Town right of way and roadsides. Duties include mowing grass; operating a weed eater; planting, trimming and edging shrubbery, trees, grass and flowers; raking leaves; brush removal; chipping and removing trash and debris
2. Operates hand tools; power tools; small to heavy equipment including zero turn mowers, tractor, backhoe; skid steer; dump truck; and town vehicles
3. Cleans drainage ditches and culverts
4. Sprays and applies herbicide, pesticide and fertilizer as needed
5. Removes paint and graffiti
6. Drives trucks and equipment of various sizes and weights in the loading, hauling and unloading of equipment, material, gravel, sand, concrete, asphalt and other material
7. Inspects equipment and performs preventive maintenance and repairs as needed
8. Assists with special events.
9. Performs routine building maintenance and janitorial duties for Town buildings
10. Performs all duties in conformance to appropriate safety and security standards/policies
11. Ensures all behaviors comply with the Town's Personnel Rules and Regulations
12. Performs other duties as required

MINIMUM JOB REQUIREMENTS:

1. Must be a United States citizen
2. Must be at least 18 years of age
3. Must meet one of the following educational requirements:
4. High school graduate, OR
5. Have passed a general educational development (GED) test indicating a high school graduation level
6. Must be capable of performing all essential job functions
7. Must possess and maintain valid, current Indiana driver license with acceptable driving record
8. Must be available to work 7a.m. to 4:00 p.m. Monday through Friday
9. Must be able to operate machinery, tools, and equipment
10. Must be able to work in confined spaces
11. Must possess the vision, hearing, ability and dexterity necessary to operate motorized vehicles, equipment, tools and power tools; frequently required to stand, smell, talk, hear, walk, sit, stoop, kneel, crouch, climb, balance; lift up to 75 lbs., move by pulling, pushing, rolling objects exceeding 75 lbs.
12. Must be able to perform tasks, primarily in outdoor environment in extreme weather conditions
13. Must successfully pass a background check, physical examination, and drug screen
14. One (1) year experience in grounds maintenance is preferred
15. Experience in using specialized equipment (backhoe, tractor, skid steer, etc.) is preferred

ACCEPTABLE KNOWLEDGE, ABILITIES AND SKILLS:**Knowledge of:**

Basic methods and practices of building and grounds/landscape maintenance and repair. Operation and maintenance requirements of power driven equipment. Proper techniques and uses of a variety of hand tools and power tools. Occupational hazards and standard safety practices. General departmental policies and regulations. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform tasks, primarily in outdoor environment in extreme weather conditions. Perform duties under minimal supervision. Operate weed eaters, blowers and chain saws; hand tools; power tools; small to heavy equipment including zero turn mowers, tractor, backhoe; skid steer; dump truck; and town vehicles. Administer herbicide, pesticide and fertilizer safely. Perform a variety of maintenance and construction tasks. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands

and fingers to handle, feel or operate equipment. Work extended hours, beyond the scheduled eight (8) hour shift as a result of operational necessities. Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change. Ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and coworkers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Ability to accept responsibility and account for his/her actions. Understand and follow Town/Departmental policies, rules and regulations and carry out oral and written instructions.

MIMUM ACCEPTABLE EXPERIENCE AND TRAINING:

1. High School Diploma or GED equivalent.
2. Must have a valid Indiana Operator Driver License.
3. Must pass a drug screen and consent to a background check.

The Town of Jamestown is an Equal Opportunity Employer. In compliance with the American with Disabilities Act. The town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.