Jonestown Borough
Position Description

Title:	Borough Maintenance Worker
Department:	Maintenance Department
Position Type:	Full-Time
Appointing Authority:	Jonestown Borough Council
Council Approval:	07/07/26

Summary of Duties

Performs a variety of unskilled, semi-skilled, and skilled manual work associated with the construction, maintenance, and repair of buildings, parks, streets, and other public works facilities. This position assists in the oversight of work performed by temporary/seasonal employees and volunteers doing installation, repair, construction, program support activities, and maintenance work.

Supervision Received and Exercised

This position may function independently to perform routine tasks or after receiving direction from Jonestown Borough Council or the borough administrator.

This position has no supervisory responsibilities.

Job Environment

While performing duties of this job the employee is required to perform heavy manual labor in a variety of weather conditions which may be adverse at times; this may include physically strenuous and/or continuous or repetitive movements. Hand-eye coordination is necessary to operate computers and various maintenance equipment. Employee must be able to exercise skillful, controlled manipulations of small objects.

Duties are primarily performed in outdoor settings in a variety of terrains, under a variety or weather conditions, including sun, rain, wind, mud, and snow for periods of approximately eight hours per day. The employee may be exposed to cold, wet, humid, or hot conditions as well as fumes, toxic, or caustic chemicals. Employees may be required to work in small spaces, climb ladders, walk on rough/uneven ground, sit, talk, hear, and use hand tools with repetitive arm, wrist, and hand movements.

Employees operate a variety of equipment which may include, hand tools, power tools, heavy-duty machinery, specialized utility vehicles, and safety gear.

Duties are frequent performed working alone but may sometimes be performed as part of a work team. Conditions in work areas may include failing objects, loose footings, loud noises, construction equipment, and working in right-of-way, traffic, or roadways.

On-call work is required during the winter months for snow-related job duties.

Employees have frequent contact with other borough employees and borough council members, occasional contact with residents, the general public, and contractors; Interactions require courtesy.

Essential Functions – Include but are not limited to the following:

Perform a variety of unskilled, semi-skilled, and skilled work in the construction, repair, and maintenance of parks, streets, rain gardens, buildings and related borough owned equipment, facilities, and other properties.

Perform ground maintenance such as mowing, trimming, edging, pruning, weeding, planting, and staking trees and shrubs in park.

Maintain buildings, grounds, and plantings.

Mix and apply pesticides using appropriate containers and equipment.

Clean and maintain restrooms, building floors, walls, ceilings, windows, fixtures, pick up litter and dump garbage.

Repair and maintain park playground equipment.

Operate a variety of equipment used in park and landscape maintenance work; perform routine preventative maintenance on equipment.

Operate a variety of hand and power tools which may include saws, drillers, edgers, vacuums, and blowers used in building and grounds maintenance.

Maintain and prepare athletic fields.

Perform unskilled and semiskilled carpentry, plumbing, and welding necessary in maintaining parks; buildings, facilities, and grounds.

Repair and patch streets by loading asphalt, raking and shoveling asphalt, operating asphalt spreader and applying hot tar crack sealant,

Install or repair traffic buttons, reflector, and signs.

Operate equipment including dump trucks and bucket trucks.

Paint walkways, curbs, intersections , and signs.

Clean debris from culverts, ditches, and right-of-way.

Set up, maintain, and remove barricades; direct traffic.

Clean and care for tools and equipment

Trim and take out trees utilizing chain saws, pole saws, and stump grinders.

Remove dead, broken, or undesired branches and tops of trees using saws, axes, and other tools.n

Service equipment by checking maintenance items such as, but not limited to, fluid levels, tire pressure, etc.

Assist and train less experience personnel.

Perform related duties as assigned.

Recommended Minimum Qualifications

Education:

Required

At least 18 years old upon hire date.

High-school diploma or equivalent.

Experience:

Preferred

Prior maintenance, grounds keeping, or public works experience.

License/Certificates:

Must possess or obtain within thirty (30) days of hire a valid Pennsylvania Driver's License to be maintained as a condition of continued employment.

Knowledge, Skills, and Abilities:

Familiarity and interest in basic maintenance work, grounds keeping practices, or public works.

Knowledge of the operation and use of a variety of light to heavy mechanical equipment such as trimmers, mowers, bucket trucks, snowplows, hand tools, and power tools, including safety precautions and practices.

Basic knowledge of plumbing, carpentry, and electrical work.

Occasionally required to push/pull objects weighing up to 100 pounds, frequently required to lift/carry objects weighing up to 50 pounds, and ability to exert up to 20 pounds of force constantly to move objects.

Ability to read, understand, and adhere to applicable rules, regulations, policies, and procedures.

Understand and follow oral and written instructions.

Ability to work independently and cooperatively as a work team while exercising initiative and judgement within established guidelines.

Ability to communicate effectively.

Ability to perform strenuous physical duties under adverse conditions.

Ability to work in an environment with changing priorities.

Preparation and maintenance of accurate and complete records and forms.

Physical Requirements

Maintain the following physical abilities: see well enough to read and write, view computer screens, and make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse over a telephone or in-person; body mobility to bend, climb, crouch, stand, or walk for extended periods of time and to operate equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential job duties and be able to lift equipment or objects as necessary.

Other Job Requirements

Employment is contingent upon successful completion of a Pennsylvania State Police Criminal History Background Check and drug screening.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.