**MAINTENANCE (Part Time)**

**GENERAL DESCRIPTION**

Assist Building Maintenance staff with cleaning, maintaining, and updating city buildings, including City Hall, SPD, SFD, DPW, and helping with Weston Field.

**DUTIES AND RESPONSIBILITIES**

* Perform highly diversified duties to help maintain City of Scranton facilities and equipment.
* Perform a variety of plumbing maintenance and carpentry functions.
* Use a variety of hand and power tools.
* Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
* Comply with safety regulations and maintain clean and orderly work areas.
* Operation of riding and push mowers, grounds trimmers and snow removal.
* Performs minor and major repair of all buildings and equipment.
* Responds to emergency maintenance requests as required.
* Assists with the renovation/remodeling of buildings and paints.
* Performs outside custodial duties such as snow removal.
* May obtain estimates for supplies, repair parts and orders parts as needed.
* Must be able to move and lift up to 50 pounds consistently with heavier weight necessary at times.
* Other related, necessary duties as required by the Department Director/Supervisor.

**REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES**

Must hold a valid Pennsylvania driver’s license.

Must be highly motivated and able to work independently.