



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

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.