



Borough of Newburg

105 W. Main St., P.O. Box 51
Newburg Pa, 17240
Phone: (717)423-0050
Office Hours: Mon-Wed 9am-1pm

JOB TITLE - Part Time Seasonal Property Maintenance/Public Works Job Description

POSITION SUMMARY - This position performs property maintenance and repair work of borough streets, sidewalks and properties.

DUTIES AND RESPONSIBILITIES - This position reports directly to Borough Secretary. Tasks include but are not limited to the following:

1. Perform snow removal from borough properties and roadways and includes application of anti-skid as needed.
2. Clean and minor repair of storm water drains.
3. Perform minor maintenance of curbs and sidewalks.
4. Perform ground maintenance work such as planting, seeding, mowing, weed, and ground preparation.
5. Operate motorized equipment including mowers, plows, as well as various hand tools.
6. Remove trash along roadways and empty trash containers from borough park.
7. Perform all duties with appropriate safety and security standards.
8. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AN DISABILITIES - Basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance and repair activities.

Skilled in operation of light and medium equipment.

Skilled in various hand and power tools.

Ability to be available on a twenty-four hour basis for emergencies.

Ability to develop and maintain cooperative relationships with Borough Council and residents.

Ability to drive and work in a professional and safe manner in adverse weather conditions.

Ability to read, write, and perform basic arithmetic calculations.

MINIMUM EXPERIENCE OR TRAINING

Education equivalent to a High School diploma required.

Must possess and maintain a valid Pennsylvania Driver's License.