



York Township

Light Maintenance Worker

Purpose

A Light Maintenance Worker will perform light manual labor tasks as needed or required by the Township Trustees. This position includes, but is not limited to, the light maintenance of York Township Office, Town Hall, and Fire Complex. As a representative of the Township, the Light Maintenance Worker must be pleasant and considerate, display tact, and able to use their discretion when interacting with residents, members of the public and other Township staff and Officials.

Duties and Responsibilities

- Perform light manual labor tasks as directed on the Township Office, Town Hall, and Fire Complex buildings
- Plant and maintain flower boxes seasonally
- Wash windows in the Township Office, Town Hall, and Fire Complex quarterly
- Snow removal from sidewalk areas around the Office, Town Hall, and Fire Complex
- Perform other duties as assigned or required

Knowledge and Skills

- Knowledge and experience of equipment, commonly used concepts, practices, and procedures within this field
- Ability to use cleaning supplies, hand tools and gardening tools
- Verbal and written communication skills

Qualifications and Requirements

- At least 18 years of age
- High School Diploma or G.E.D.
- Valid driver's license and clean driving record
- Must be insurable through the Township insurance carrier
- Able to stand, walk, climb ladders, and occasional light lifting

Working Conditions and Environment

- Township Office, Town Hall, and Fire Complex, both indoor and outdoor
- Part-time as needed or required by Trustees
- Proper work attire

Hours and Pay Scale

To be set and updated by York Township Trustees when necessary

Reports to

York Township Trustees

*Approved by Trustees
August 2008
October 2008
September 22, 2022*