

Janitorial/Maintenance Worker (25-30 hours per week)

Position Description

Reports to: John O'Mara, Maintenance Supervisor

Department: Parks/Recreation

Hourly rate: \$15.00 | Cell phone reimbursement | Flexible schedule

Schedule: Monday – Friday (some Saturdays as needed); 5-6 hours per day

Job Summary:

Performs laborer and some semi-skilled manual tasks in the Parks/Recreation Department for the Reading Recreation Commission. This position involves routine general and deep cleaning of recreation buildings, routine landscaping and grass cutting, routine inventory of miscellaneous items and minor repairs as needed. Employees in this position may be assigned varied, routine maintenance tasks as needed.

Essential Functions:

1. Performs general maintenance and upkeep of facilities, buildings, and grounds.
2. Deep cleans buildings daily including floors, kitchen, and restrooms.
3. Maintains floors with power buffer.
4. Paints various equipment and facilities as needed/requested.
5. Trims weeds and grass with power trimmer.
6. Maintains parking lots, driveways and walkways with power blower.
7. Collects trash at parks and playgrounds as needed
8. Does related work as required.

The preceding examples are representative of the assignments performed by the position and are not intended to be all-inclusive.

Education and Experience:

1. Must be at least 18 years of age.
2. Possession of valid Pennsylvania's driver's license and a clean driving record as approved by the City of Reading required to operate vehicles.
3. Custodian or maintenance experience at the level of laborer or above.
4. Experience with departmental equipment.
5. Education equivalent to a high school diploma or equivalent combination of experience, training, and education, which provides the required knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

1. Knowledge of the methods, tools, and equipment of the department.
2. Ability to perform simple, manual tasks on a continuous basis.
3. Ability to work cooperatively with fellow employees.
4. Ability to understand and follow oral and written directions.
5. Ability to lift 50 lbs., bend, stoop, climb, and reach.

All positions are subject to successful criminal background and child clearance checks and FBI fingerprinting. The Reading Recreation Commission is an E/O/E.

The above position is classified as a Mandated Reporter. A mandated reporter is a person who, because of his or her profession or position, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. Any reports of suspected child abuse, after being reported to authorities, are to be communicated immediately to the Maintenance Supervisor. Mandated reporter training (online/free) for this position is required before beginning employment with the Reading Recreation Commission.