

MAINTENANCE PERSON
TOWN OF BLUE HILL

The Town of Blue Hill is seeking a maintenance person to take on various tasks for the maintenance and operation of town properties, including the Town Hall and wharf building.

ESSENTIAL FUNCTIONS

- Performs renovation tasks, such as moving furniture and interior painting
- Replaces light bulbs and identifies non-functional fixtures for repair
- Performs minor repairs not requiring a specialized technician, as needed
- Identifies major repairs or repairs needing specific skills/knowledge and assists in contacting contractors to do repair
- Removes snow from and applies de-icer to town hall entrances and walkways as needed
- Keeps area around Town Hall, including brick terrace, in neat and clean condition
- Stocks dog waste containers, collects and disposes of waste bags
- Puts in and removes air conditioners as needed
- Assists in putting out and bringing in picnic tables for town park and similar projects
- Purchases or arranges for purchase of supplies, minor tools and materials necessary for work
- Assists in setting up facility for meetings and voting
- Troubleshoots issues to determine necessary repairs
- Other miscellaneous tasks to assist in the smooth running of town properties

QUALIFICATIONS

- Knowledge of general building and grounds maintenance, including minor carpentry and painting
- Ability to use hand tools and power tools
- Ability to work independently in absence of supervision
- Understand and follow oral and written instructions
- Ability to communicate clearly, orally and in writing
- Experience in general maintenance

PHYSICAL DEMANDS

- Ability to work on ladders and ability to work in confined spaces
- Physical ability to perform moderate lifting and carrying, walking or standing for prolonged periods of time; bending, stooping, kneeling and climbing ladders
- Ability to see in the normal visual range with or without correction
- Hearing in the normal audio range with or without correction

HOURS / PAY

This is a year-round part-time job, estimated to be 20 hours per week, but flexible depending on needs of Town. Pay will be commensurate with experience and abilities.