



JOB DESCRIPTION

Job Title: **Maintenance**

Exempt Status: Non-exempt

Reports to: PARCS Supervisors/Maintenance & Collections Supervisor

Supervises: N/A

JOB SUMMARY

The main duty of the maintenance staff is to keep MPA facilities and property clean and clear of litter and debris at the direction of the PARCS Technical Supervisor or Maintenance and Collections Supervisor.

RESPONSIBILITIES

- Picking up trash and debris throughout the facilities.
- Emptying trash bins.
- Painting or repainting.
- Cleaning pay stations.
- Cleaning elevators.
- Window cleaning.
- Keeping stairwells clean.
- Assisting in revenue collections.
- Assisting customers.
- Snow and ice removal.
- Reporting conditions to the supervisor that may adversely affect the safety and security of facilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Manual Labor skills required
- Repair ability

- Communications Skills

PHYSICAL DEMANDS

- Requires the ability to lift and/or move up to 50 lbs.
- Operation of motor vehicle.
- Work is outdoors in all weather conditions.
- Ability to walk and stand for long durations.

EDUCATION

- High school or equivalent.

EXPERIENCE

- Repair experience.
- Experience performing manual labor jobs.

CERTIFICATIONS AND OTHER REQUIREMENTS

- Valid NJ Driver's License
- Morning, Nights and Afternoon hours during the week and weekends
- Cover shifts for other field staff members

DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.