**Charleston Town Maintenance Person – Job Description 2019**

\*Can Take Leadership Initiative\*

**A. Park**

 1. Water- move sprinklers, make sure lawn is well watered in all areas

 2. Mow and trim

 3. Clean shelter weekly, maintain & repair, repair lights and tables as needed

 4. Garbage cans out to the road on Wed. and return inside the park same day

 5. Drain sprinklers for winter

 6. Baseball field up-keep

 7. Help set up, clean up, and maintenance issues for Pioneer day celebration

 8. Keep bathrooms clean

 9. Fence up keep

 10. Open and close facility for rentals and make sure it is left clean and un-damaged as needed

**B. Cemetery**

 1. Water and keep sprinkler system operational and hitting all areas of lawn

 2. Mow and trim

 3. Keep Cemetery clean (trash picked up)

 4. Be available for digging and back filling graves, etc.

 5. Winterize

 6. Keep roads and fences repaired

 7. Memorial Day – prepare with flags, new sod, etc. clean up after in timely manner

 8. Keep sod on graves

 9. Keep headstones maintained

 10. Accurate record keeping, of plot sales, burials, & customer service

**C. Town Hall**

 1. Clean weekly & trash out of offices and out to the road on Wed.

 2. Be available for repairs and opening of the building for rentals

 3. Maintenance and up-keep as directed by the council members and/or Mayor

 4. Mow, water and trim lawn, trees and any other landscaping

 5. Set up for town council meetings and put away after

 6. Help clerk and town council as needed

 7. Any additional projects or requests per Mayor/and or council members

**D. Roads**

 1. Repair roads and pot-holes as authorized by town council

 2. Clean and oil sanders at end of season

 3. Plow roads as needed – be available especially to prepare for commuting times

 4. Maintain street signs and ditch markers

 5. Be able to report and update the town council on construction projects and road construction

**E. Shop/Garage**

 1. Keep shop clean

 2. Maintain tools and equipment

 3. Schedule or perform regular maintenance on trucks, lawn mowers, and other maintenance equipment.