



**ALLENTOWN PARKING AUTHORITY**  
**PART-TIME MAINTENANCE/GROUNDSKEEPING**

**STARTING PAY RATE: \$15.50 an hour**

20-25 Hours a week

Hours are based on company needs. Will discuss at interview

This position reports directly to the Facilities Equipment & Operation Supervisor on duty.

**DUTIES Include but are not limited to:**

- General Maintenance – including grass cutting, weed pulling, sweep up garbage with pan and broom, pick up trash, etc.
- Minor vehicle maintenance – Change flat tires, light bulbs, batteries, etc.
- General handyman work – including but not limited to - minor electrical work, painting, plumbing, carpentry, etc.
- Perform other duties as assigned and/or as conditions warrant.
- Observe rules and practices concerning quality of work, personal conduct, safety, effective, and courteous service to the public.
- Responsible for snow removal using a shovel and snowblower, etc.  
Perform maintenance and minor repairs of lots, facilities, and equipment as needed. Change light bulbs, clean lighting fixtures.

**REQUIREMENTS:**

- Employee must have a High School diploma or GED.
- Employee must have a valid driver's license.
- Employee must clean all assigned areas.
- Employee must be mechanically inclined, and able to operate power tools.
- Employee must be able to cut grass/trim bushes, use a snowblower.
- Employee must be able to load/unload approximately 80 lb. bags of salt.
- Employee must be able to lift heavy equipment in and out of a truck bed.
- Employee must be capable of lifting up to 100 lbs. and pushing up to 200 lbs.
- Employee must be able to paint.
- Employee must be able to shovel all forms of snow.
- Employee must be able to work unsupervised for periods of time
- Employee must be available during all snowstorms to work up to 16 hours of labor-intensive work.

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.