



Bethlehem Parking Authority

Job Title:	Full-Time Maintenance	Job Category:	Job Class P.A. 9
Department/Group:	Maintenance	Job Code/ Req#:	
Location:	Varies	Travel Required:	
Level/Salary Range:	\$11.50/90 days probation \$12.88 after probation	Position Type:	Full-Time
HR Contact:	Kim Berger	Date posted:	1-23-2011
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: 610-865-7124 or Tom@bethpark.org Subject Line: Attention: Tom Hartley, Executive Director RE: Full-time Maintenance		Mail: Bethlehem Parking Authority Attn: Tom Hartley, Executive Director 85 W North ST Bethlehem, PA 18018	
Job Description			
Job Purpose: The Full-Time Maintenance personnel perform all duties assigned relative to the installation, repair, and maintenance of all facilities and signs. This position reports directly to Maintenance Supervisor.			
Duties: <ul style="list-style-type: none"> • Insures sidewalks of all facilities are free from debris and snow. • Insure all lighting fixtures are operable. • Maintain mechanical sweeper, grass, and snow removal equipment as needed. • Perform other duties related to on-street parking as needed. • Perform other duties as assigned 			
Basic requirements: <ul style="list-style-type: none"> • Employee must be responsible and possess professional appearance and behavior. • Employee must be able to organize and complete assigned tasks. • Employee must have the ability to be objective. • Employee must be in good physical condition capable of lifting 50lbs. unassisted. • Employee must be able to work a flexible schedule. • Employee must possess sound judgement and remain tactful at all times when dealing with the public. 			



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Knowledge, Skills and Abilities:

- Valid PA driver's license.
- Knowledge of vending machine repair experience preferred.
- Employee must have a high school diploma or equivalency.
- Employee must be self-motivated and disciplined.
- Employee must be able to communicate effectively both verbally and in writing.
- Employee must possess working knowledge and have experience in the use of basic hand and power tools.
- Knowledge of industrial electrical practices and control wiring preferred.
- Knowledge of basic welding preferred.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	