

Job Description

Caretaker Vershire Town Center/Town Clerk's Office

Job Description:

To maintain and clean the Vershire Town Center and the Town Clerk's Office. This position reports directly to the Vershire Selectboard and is required to submit a monthly building status report and (quarterly) time sheet.

Duties:

Town Center Building – Responsibility and oversight of all levels of maintenance and upkeep to include the following:

- 1) Summer months
 - a) Mowing the grounds:
 - b) Weed-wacking
 - c) Ball field upkeep
 - d) Playground and playground structure safety and maintenance
- 2) Winter months
 - a) Snow shoveling
 - b) Keeping walkways open and free of snow
 - c) Sanding and salting walkways
 - d) Keeping access to propane tank open
- 3) Summer and Winter
 - a) Oversight for maintenance and cleaning of the Town Center Building, including after renters
 - b) Insuring all aspects of the Town Center are kept in good condition
 - c) Replacing broken or damaged items
 - d) Contacting electricians, plumbers, carpenters to keep the building in a good and presentable working order.

Town Offices

- 1) Mowing all grassy areas
- 2) Shoveling snow from walkways
- 3) Salting and sanding walkways
- 4) Remove show from roof (as is necessary)
- 5) Keep building in good general appearance and be responsible for all general maintenance and upkeep.