



ALLENTOWN PARKING AUTHORITY MAINTENANCE TECHNICIAN/SNOW REMOVAL EXPERT

Are you passionate about serving your community and helping others? Do you want to be a part of a supportive team that values hard work and dedication? We are seeking a skilled and driven individual to join our maintenance team. This role goes beyond traditional maintenance; it is about building positive relationships with the public, promoting fair parking practices, and ensuring our community remains accessible for everyone.

The mission of the Allentown Parking Authority is to operate, monitor, and maintain convenient and accessible parking facilities and on-street parking opportunities within the City of Allentown. The Allentown Parking Authority works to balance the parking needs of residents, employees, business and property owners, and visitors while enforcing parking ordinances and providing appropriate access to parking.

The **Maintenance Technician** is an **Essential Employee** who performs a variety of duties to provide year-round maintenance for our indoor and outdoor spaces. At the Allentown Parking Authority, we pride ourselves on maintaining high standards for the appearance and functionality of our decks and garages. This position has a responsibility to the community to treat everyone with respect and fairness with customer service being the number one priority. The Maintenance Technician reports directly to the Manager/Supervisor of Maintenance.

ESSENTIAL FUNCTIONS

- **Maintenance Technician Duties:**
 - Perform routine inspections, preventative maintenance, and repairs on building systems
 - Troubleshoot and address maintenance issues promptly, ensuring minimal disruption to operations
 - Conduct general repairs such as painting, carpentry, plumbing, and minor vehicle maintenance
 - Provide routine and general maintenance and cleaning to decks, lots, and facilities
 - Manage and maintain inventory of maintenance supplies and tools
 - Ensure compliance with safety regulations and company policies
 - Respond to emergency maintenance requests in a timely manner
 - Maintain lawns and landscaping and safely and effectively operate equipment required
- **Snow Removal Expert Duties:**
 - Responsible for front line snow removal operations

- Safely operate snow removal equipment, including plows, snow blowers, and salt spreaders
- Clear sidewalks, decks, garages, and other areas to ensure safe passage
- Apply de-icing agents as necessary to help prevent ice buildup
- Maintain and service snow removal equipment to ensure it is in good working order
- Coordinate with the team to ensure efficient and effective snow removal operations
- **All other duties as assigned**

QUALIFICATIONS

- High School diploma or GED
- Must possess and maintain a valid PA driver's license
- Proven experience as a Maintenance Technician
- Strong problem solving skills with the ability to work independently and efficiently
- Knowledge of safety procedures and regulations
- Physical ability to lift 100 lbs and push 200 lbs
- Must be able to operate a motor vehicle in all weather conditions
- Availability during all snowstorms to work up to 16 hours of labor-intensive work
- Employee is an **Essential Employee** and is required to report to work and work outside in all weather conditions
- **Skills**
 - Ability to remain calm in stressful situations
 - Must be mechanically inclined and able to operate power tools
 - Attention to detail
- **Personal Attributes**
 - A positive attitude with a focus on community well-being
 - Empathy and patience in dealing with diverse populations
 - A commitment to fairness and integrity in all actions
 - Strong work ethic

WHY JOIN US

- **Community Impact:** Play a vital role in maintaining a safe and welcoming environment in our city
- **Supportive Team Environment:** Work with a team that values your input and supports your professional growth
- **Ongoing Training:** Receive continuous training to enhance your skills in customer service, conflict resolution, parking and facilities management, and more!

If you are a people-oriented individual who values community engagement and enjoys working in a dynamic environment, we encourage you to apply for this position. We offer competitive compensation, comprehensive benefits, and opportunities for professional growth. We look forward to welcoming you to our team!

HOURS OF WORK – Various Shifts Needed

STARTING PAY RATE: \$20.00 PER HOUR

(\$0.50 increase available after 90 working days. Generous benefits package available after 90 calendar days)

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.

Print Name: _____ Date: _____

Signature: _____