

MAINTENANCE WORKER

General Statement of Duties

Performs a variety of unskilled, semi-skilled and heavy manual labor and maintenance tasks and other duties as a part of a crew supporting Town utilities, trash collection and public facilities operations.

Distinguishing Features of the Class

Employees in this class perform a variety of semi-skilled and manual labor tasks working as a part of a crew. One frequent task is collecting trash, garbage and yardwaste as a part of a crew but employees may be re-assigned during the day as different needs occur. Other tasks include operating small equipment and using hand tools as a part of work in tasks such as digging holes, patching potholes; reading meters; digging holes and assisting in water and sewer line repair, picking up brush, trimming trees and bushes to clear for traffic sight distances, picking up trash along the roads, cleaning storm drains, mowing grass, washing and servicing equipment, and assisting in set-up for special activities and events. Employees are subject to hazards in streets maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, dusts, fumes, mists, oils, working around moving mechanical parts, vibrations, tight quarters, and narrow passage ways. Work is performed under close supervision of a crew leader in accordance with specific instructions and within defined procedures. Work is reviewed while in progress and upon completion for adherence to instructions and established standards.

Duties and Responsibilities

Essential Duties and Tasks

Works as a part of a crew to collect household garbage and trash; loads into truck; collects litter and clears brush.

Cuts grass and maintains grounds using primarily weedeaters and push mowers; trims and cuts limbs and brush; picks up and removes limbs and brush from citizen homes; transports items to landfill; trims trees and bushes to clear sight distances for traffic at intersections and along rights-of-way; uses weed-eater; trims and edges around cemetery grounds.

Participates in a crew to assist in the installation or repair of water and wastewater pipe; digs and covers holes; replaces street signs.

Reads meters and records readings

Performs a variety of semi-skilled and labor tasks in maintaining and repairing Town streets, drainage systems and other related facilities as needed.

Operates a variety of equipment such as weed eater, mower, sewer jet, chainsaw, bush hog and hand tools.

Operates small equipment; if licensed, drives truck or equipment to worksite.

Responds to citizen questions in the field concerning municipal services.

Performs preventive maintenance on vehicles and equipment; washes vehicles.

Clears snow and leaves off sidewalks.

Performs varied duties in the maintenance of municipal buildings and grounds.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

Working knowledge of tools, materials and equipment used in general construction and maintenance work.

Working knowledge of the hazards associated with working around heavy equipment, in confined spaces, around raw sewage and the associated safety precautions.

Working knowledge of municipal maintenance and construction practices.

Working knowledge of the occupational hazards and safety precautions of the work.

Working knowledge of the use of common hand and power tools, and mowers.

Some knowledge of the municipal policies and procedures covering water, sewer and street services and the operation of equipment.

Ability to understand oral and written instructions.

Ability to operate construction equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to perform manual labor for extended periods of time.

Ability to maintain simple work records.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally; and/or 50 pounds of force frequently; and/or 20 pounds constantly to move objects.

Must possess the visual acuity to distinguish details in neatness and thoroughness of work assignments, to make visual inspections, and to maintain logs and read simple instructions.

Desirable Education and Experience

Any combination of education and experience which provides the required knowledges, skills, and abilities.

Administration of the class: Employees may be compensated within grade for acquisition of special training and licenses which allow them to perform additional duties or work with greater independence, including possession of a driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.