

POSITION DESCRIPTION

Class Title: Maintenance Worker

Department: Public Works

Date: January 1, 2002

Pay Grade Number: 2

GENERAL PURPOSE

Performs general duty labor as a member of a street construction, garbage collection, maintenance, or grounds keeping crew; performs related tasks as directed.

The work involves performance of routine manual labor tasks under immediate supervision of the Crew Leader or the Assistant Crew Leader who details work assignments and provides supervision,

SUPERVISION RECEIVED

Works under the general supervision of the Crew Leader or the Assistant Crew Leader.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of duties characteristic of positions in this class:

1. Works on a street construction project performing labor tasks such as putting down and spreading surfacing materials, shoveling rock, hand grading, spraying tar, using various hand tools and some power tools or small machinery.
2. Works on water and sewage line installation and maintenance projects; dig ditches; repairs minor leaks, rod sewer, etc.
3. Works on grounds keeping project duties such as picking up refuse, mowing grass, raking leaves, loading and unloading equipment and materials.
4. Works as a member of a garbage collection crew.
5. Assists in snow removal operations, dumps sand, shovels snow, etc.
6. Performs other tasks as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school, GED equivalent, or any combination of education and experience.

Necessary Knowledge, Skills and Abilities

- (A) Knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; Knowledge of pipe installation, connection and repair.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to operate and maintain various equipment used in water / sewer maintenance and repair such as backhoe, dump trucks and sewer cleaners.
- (D) Ability to communicate effectively. Ability to follow simple oral instructions. Ability to lift heavy objects and perform physically demanding labor tasks; good physical condition.

SPECIAL REQUIREMENTS

Valid Virginia Commercial State Driver's license, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Knowledge or operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovel, wrenches. Skill in use of detection devices, mobile radios, and phones.

PHYSICAL DEMANDS

Required to carry electronic pager equipment when off duty for emergency situations.

Serves on crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

Responds to notifications from the Crew Leader or Assistant Crew Leader regarding water leaks, pressure loss or no water; evaluates situation, and may explain finding to property owners.

Insures the proper maintenance of equipment and tools by participating in cleaning and checking equipment and tools after use.

Inspects and participates in the control and use of supplies and equipment used in the maintenance, construction, and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.

Receives operations guidance for construction of buildings, sidewalks, drainpipe installations culvert installation and road construction.

PERIPHERAL DUTIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock

The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Employee verifies that he/she has read, understands and received a copy of this job description.

Signature: _____

Effective Date: January 1, 2002

Revision History: 9/29/2016