

CITY OF TOWNSEND
Job Description

CLASS TITLE: Maintenance Worker II

ACCOUNTABLE TO: Director of Public Works

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of skilled and semi-skilled tasks in the construction and maintenance of streets, sewers, water lines, parks, buildings, other municipal facilities, and the collection of solid waste; drives trucks and operates heavy and light equipment; work varies somewhat, within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Work may involve physical work requiring walking, bending, stooping, crawling, climbing, and lifting of weights up to 100#'s (greater with assistance);
- Work may be performed in undesirable physical conditions of pollution, noise, heat, cold, and dampness;
- May be exposed to hazards, chemicals, hanta virus and other infectious wastes;
- Must be able to follow oral and written instructions;
- Must possess Water Treatment, Wastewater Treatment, and Distribution Certifications within two (2) years of date of employment;
- Must possess a CDL with appropriate endorsements.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Operates various types of light and heavy equipment, including front end loaders, backhoes, sanders, snow removal equipment, mowers, and tandem trucks;
- Performs manual labor in the maintenance, repair, and construction of streets, alleys, water and sewer distribution, water and wastewater treatment, parks, street signs, building maintenance, swimming pool maintenance, and related facilities;
- Checks tires, oil, lubricant, water, and fuel of assigned equipment and maintains computer generated records of service; maintains grounds in parks and around public buildings;
- May be assigned solid waste pick up, removes debris and trash from alleys and streets;
- Services trucks and equipment as required and performs light mechanical maintenance to equipment;
- Prepares minimal records of own activities; contacts with others is incidental to performance of duties and requires only common courtesy and relaying of information;
- Work performed often requires care and use of proper safety equipment and procedures to prevent injury.
- May be required to be called out to assist during emergencies;
- Performs other work as may be assigned.

CLASS TITLE: Maintenance Worker II (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Generally None, may supervise others as may be assigned.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; Plus three (3) years of progressive work experience;
- Must possess Water Treatment, Wastewater Treatment, and Distribution Certifications within two (2) years of date of employment;
- Possession of a Montana Sprayer License helpful;
- Must possess a CDL with appropriate endorsements.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Performs semi-skilled and skilled labor in the maintenance of city facilities;
- Assigned construction and maintenance tasks are completed;
- Assigned equipment is operated safely and effectively, maintained, and repaired properly;
- Applies knowledge of materials, equipment, tools, and techniques of maintenance and construction;
- Uses equipment requiring care to insure against breakdown;
- May perform minor mechanical repairs and maintenance of equipment;
- Operates solid waste trucks and takes to the Transfer Station;
- Follows oral and written instructions; maintains effective working relationships with other employees, supervisors, and the public;
- Performs other duties as may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 10-1-2021