

CITY OF TOWNSEND
Job Description

CLASS TITLE: Maintenance Worker I

ACCOUNTABLE TO: Director of Public Works

PRIMARY OBJECTIVE OF POSITION: Under close supervision, performs a variety of unskilled and semi-skilled labor tasks in the construction and maintenance of streets, sewers, water lines, parks, buildings, other municipal facilities, and the collection of solid waste; occasionally drives truck and operates light equipment; work varies somewhat, subject to close supervision.

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;
- Shall work to pass Water Treatment, Wastewater Treatment, and Distribution Certifications within two (2) years of date of employment;
- Must possess a CDL within six (6) months of employment.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- May operate various types of light equipment, including mowers, and trucks;
- Performs manual labor in the maintenance, repair, and minor construction of streets, alleys, water and sewer distribution, water treatment, parks, water service lines, street signs, building maintenance, and related facilities;
- Checks tires, oil, lubricant, water, and fuel of assigned equipment; maintains grounds in parks and around public buildings;
- May be required to be called out to assist during emergencies;
- May be assigned solid waste pick up, removes debris and trash from alleys and streets;
- Services trucks and equipment as required and performs minor 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.
- Performs other work as may be assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

CLASS TITLE: Maintenance Worker I (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; Plus two (2) years of progressive work experience;
- Must possess a CDL within six (6) months of employment.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Performs semi-skilled and unskilled labor in the maintenance of city facilities;
- Trucks and equipment are operated safely;
- Follows oral and written instructions; maintains effective working relationships with other employees, supervisors, and the public;
- Shall work to pass Water Treatment, Wastewater Treatment, and Distribution Certifications within two (2) years of date of employment;
- 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