



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### Maintenance Worker I/II

#### **GENERAL PURPOSE**

Performs a variety of semi-skilled and/or skilled tasks and routine activities in constructing, repairing, installing, maintenance and landscape work for town parks and facilities, street trees, public landscaping, buildings and facilities, water distribution and sewer collection system, street and street signage maintenance program, and sidewalks and pathway system, gutters and drainage facilities. Performs other related duties as assigned.

#### **SUPERVISION RECEIVED**

Maintenance Worker I - Receives immediate supervision from Public Works Supervisor/Manager progressing to general supervision over time with training and demonstrated work performance. May receive direction from a Maintenance Worker II.

Maintenance Worker II - Receives general level supervision from higher level staff. Technical or functional supervision is provided by Public Works Supervisor/Manager.

#### **SUPERVISION EXERCISED**

Maintenance Worker I - Generally no direct supervision. May provide technical or informational guidance to other personnel on a project basis.

Maintenance Worker II - Task assignments may require that the II level position provides technical supervision to Maintenance Worker I personnel.

#### **DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I - This is the entry level-journey level class in the Maintenance Worker series. Positions in this class usually perform most of the duties required of Maintenance Worker II's but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance.

Maintenance Worker II - This is the journey level - advanced level class in the Maintenance Worker series. Positions within this class are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, requires prior experience in the construction and maintenance of parks and facilities, knowledge of horticultural principles and practices including installation and maintenance of landscaping, sprinkler systems, and /or arboricultural principles and practices. Appointment at the II level requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Movement to the II level requires obtaining additional certifications such as pesticide applicator certificate, backflow prevention certificate and Grade 1 water distribution at a minimum. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to the specific functional assignment.

### **EXAMPLES OF DUTIES** ( Illustrative Only)

Performs carpentry, electrical and plumbing maintenance for Town facilities.

Mows, trims and maintains turf and landscaped areas of Town parks and grounds; prunes, trims and maintains landscape material; plants landscape material and trees.

Maintains a variety of records relating to inspections, maintenance activity, materials supply, consumption, etc. for Town facilities, parks, sidewalks and pathways.

Determines and marks the locations of irrigation system wiring and water lines from the appropriate sources prior to excavation.

Responds to and resolves complaints regarding functional areas such as tree conditions, turf maintenance, playfield conditions, irrigation system problems, park, building and park lighting, water leaks, parks facilities problems; evaluates situation; explains findings to supervisor.

Performs various construction and maintenance tasks related to the operation of the water and wastewater system, sidewalks and pathways, gutters and storm drains.

Contacts residents, resolves problems where they occur and represents the Town in a positive manner.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and

preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Safely operates vehicles of various sizes and weights in the loading, hauling and unloading of various equipment; soil & sand; performance of tree work; and other job functions.

Performs duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including, laying pipe, trenching and backfilling.

Performs minor building maintenance and custodial duties; cleans restrooms, remove litter from town refuse containers.

Prunes trees and shrubs in conformance with established professional practices and safe working methods.

Safely operates a variety of power construction and maintenance equipment used in maintenance designated operations.

Performs routine sidewalk and pathway hazard inspections, performs routine inspections of park playground facilities, restrooms, bocce ball court condition, and others as assigned.

Paints traffic markings on streets, paths and curbs.

Maintains appropriate records of activities; participates in the development and maintenance of applicable procedures and work plans.

## **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

May perform related custodial duties for Town facilities.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from high school education or GED equivalent, and
- (B) Any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standard relating to installation, location and required maintenance of street trees; properties of ball field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of parks and city facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment; and

- (B) Skill in operation of the listed tools and equipment.
- (C) Knowledge in the safe use of pesticides.
- (D) Ability to perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; work safely and adhere to established safety principles and practices; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to work effectively in the absence of close supervision; to operate a variety of vehicles and equipment in a safe and effective manner; to read and interpret basic maps, blueprints and diagrams; to understand and carry out written and oral instructions.
- (E) Possession of or ability to obtain and maintain a valid Class C Driver's license.

### **PHYSICAL DEMANDS**

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 in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, 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; talk or hear; 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently 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 employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours.

The noise level in the work environment can be loud.

**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 in accordance with applicable MOU provisions.

Approval: \_\_\_\_\_  
Town Manager

Effective Date: \_\_\_\_\_

Revision History:

Version: \_\_\_\_\_

Effective Date: \_\_\_\_\_