

POSITION TITLE: MAINTENANCE WORKER
SENIOR MAINTENANCE WORKER

JOB CLASSIFICATION: MAINTENANCE WORKER GRADE 2
SENIOR MAINTENANCE WORKER GRADE 3

*Promotions from Maintenance worker to Senior Maintenance worker are allowed with Supervisor and Town Administrator approval.

FLSA CLASSIFICATION: NON-EXEMPT

SUPERVISOR: PUBLIC WORKS DIRECTOR

SUPERVISORY RESPONSIBILITIES: SERVES AS A CREW LEADER AS ASSIGNED

DUTIES:

- Monitoring, operating, maintaining, repairing, and installing various parts, facilities, and other aspects of the Town's water diversion, treatment, and distribution system and the Town's wastewater collection and treatment system, including effecting connections and disconnections of service lines to the systems, and recording meter readings.
- Operating and maintaining trucks, graders, loaders, backhoes, and other equipment of the Public Works Department. This equipment may be used in any departmental activities.
- Constructing, maintaining, and repairing street and bridge facilities, including the plowing and removal of snow from streets, alleys, sidewalks, public buildings, and other public improvements.
- Maintenance and repair of all town properties, buildings, parks, equipment, and facilities under the general care and operations of the Public Works Department.
- Other Duties and Responsibilities: carries out other duties and responsibilities as assigned or necessary for the proper operation of the Public Works Department and its various facilities.

MINIMUM QUALIFICATIONS:

- MAINTENANCE WORKER: High school diploma or GED Certificate; this is an entry level position for maintenance workers.

SENIOR MAINTENANCE WORKER: High school diploma or GED Certificate plus at least five years of relevant experience in the operation and maintenance of streets and roads, utilities, equipment, and properties and/or other experience directly related to the work of the Public Works Department.

NOTE: Applicants for either position must be able to demonstrate a good driving record and the ability to obtain a CDL license within a reasonable time period from the date of employment.