

JOB TITLE: Maintenance Worker

DEPARTMENT: Public Works, Town of Rocky Mount

FLSA STATUS: Nonexempt - Hourly

JOB SUMMARY: This position is responsible for performing construction, maintenance, and repair work in support of various Public Works projects. This position can be classified as Maintenance Worker I, II, or III, and can be full-time, part-time, or seasonal.

MAJOR DUTIES:

- o Assists in constructing, repairing, cleaning, and maintaining town streets, side walks, rights-of-way, drive ways, drainage systems, parks, buildings, and cemetery.
- o Assists in repairing potholes, eroded pavement, and utility cuts in pavement; assists in pouring and finishing concrete and asphalt.
- o Assists in installing, repairing, cleaning, and maintaining water and sewer lines; makes taps and repairs water leaks; assists in installing and repairing water meters.
- o Mows grass, prunes trees, rakes leaves, grinds brush, stumps and limbs, and plants shrubbery.
- o Performs various tasks associated with maintenance of park grounds and recreational areas; cleans and maintains cemetery grounds; digs graves.
- o Operates a variety of equipment, machinery, and tools used in department projects and activities (loaders, trucks, mowers, power saws, wood chippers, snow plows, shovels, rakes, etc.).
- o Transports, loads, and unloads various equipment and materials used in projects or at work sites.
- o Rides on refuse collection truck to collect and haul garbage and debris along town streets and curbsides; removes dead animals from town streets.
- o Flags traffic while water and/or sewer lines are being maintained that are located in or near roadways.
- o Performs custodial services in town government buildings; cleans offices, hall ways, bathrooms, and other interior spaces; paints interior and exterior walls as needed.
- o Performs general preventive maintenance duties necessary to keep vehicles, equipment, and tools in operable condition.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of public works construction, maintenance, and repair techniques.
- o Knowledge of town and department policies and procedures.
- o Knowledge of safety rules and regulations.
- o Skill in the use of hand and power tools.

SUPERVISORY CONTROLS: The Foreman or Public Works Director assigns work in terms of somewhat general instructions. The supervisor reviews work in progress and upon completion for compliance with instructions and established procedures, accuracy, and the nature and propriety of final results.

GUIDELINES: Guidelines include relevant town ordinances and codes, department policies and procedures, safety rules and regulations, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related semi-skilled and manual labor duties involving public works construction, maintenance, and repair activities. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform necessary semi-skilled and manual labor duties involving Public Works projects. Successful performance in this position contributes to safe and functional town infrastructures and facilities.

PERSONAL CONTACTS: Contacts are typically with co-workers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed outdoors. The employee is exposed to noise, dirt, dust, grease, inclement weather, irritating chemicals, extreme heat, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform basic mathematical calculations.
- o High school degree or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years preferred but not required.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain a Commercial Driver's license (Class B) issued by the State of Virginia within six months of employment.
- o Possession of or ability to acquire a commercial driver's license (Class B) within six months of employment. (Full-time positions only)