

TOWN OF GEORGETOWN
Position Description

CLASS TITLE: MAINTENANCE I
DEPARTMENT: STREETS & GROUNDS
PREPARED BY: EUGENE S DVORNICK JR, TOWN MANAGER
DATE: OCTOBER 16, 2007

SUMMARY STATEMENT

Performs varied manual and semi-skilled work for a municipal streets & grounds department. Performs work under general supervision. Work involves a variety of tasks requiring a sequence of operations and questionable cases are referred to the supervisor.

DESCRIPTION

Essential Duties and Responsibilities:

- Patches minor street hazards
- Picks up trash from receptacles
- Cleans storm drains
- Collects curbside brush and leaves
- Operates equipment to clean and maintain Town streets, parks and other public areas.
- Sets up equipment for special events.
- Operates equipment to perform park maintenance.
- Replaces signs.
- Reads water meters and may assist in water line repair as needed.
- Walks streets to maintain public areas.
- Assists other municipal personnel as may be required.
- Performs other related municipal work as may be required.

Supervision Received:

This position works under the direct supervision of the Maintenance foreman/Supervisor and general supervision of the Public Works Superintendent.

Supervision Exercised:

None exercised.

REQUIREMENTS

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to communicate effectively verbally.
- Knowledge of standard tools, equipment and procedures used in a municipal streets and grounds department.
- Knowledge of safety procedures.
- Ability to work outdoors in all weather conditions.

Desired Education & Experience

Completion of standard grade school or high school or vocational school, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Special Requirements:

Must have a valid driver's license. Night and weekend work is a possibility.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions.

The employee must occasionally lift and/or move heavy loads.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not normally quiet.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is made by the Director of Public Works.

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 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 and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.