



## **PUBLIC WORKS MAINTENANCE WORKER, SEASONAL**

Prepared: August 4, 2015

Modified: May 3, 2017

General Nature of Work: This is an hourly, unclassified position reporting to the Public Works Superintendent or the Public Works Superintendent's designee.

Minimum Acceptable Characteristics (\* Indicates may be developed after employment)

*Knowledge of:* methods, practices and procedures of public works/utilities construction, repair and maintenance work; the proper safe operation of the assigned equipment and vehicles\*; occupational hazards and safety precautions; safe and correct use of power tools and equipment common to the work; department policies and procedures\*; safety practices and procedures; department goals and objectives\*; proper lifting techniques; workplace safety.

*Ability to:* follow instructions in written and oral form; operate and maintain power equipment; perform varied and strenuous physical manual work for prolonged periods of time, in extreme weather conditions; lift heavy objects; making repairs; observe and control materials being moved while operating equipment; stand and sit for long periods of time; work independently; maintain effective working relationships with fellow employees and the general public; manage work assignments and work flow in light of changing conditions and variables; recognize unusual or threatening conditions and take appropriate action; complete forms; communicate effectively; maintain records according to established procedures.

Essential Functions/Examples of Duties:

1. Performs a variety of grounds maintenance work, including planting trees and shrubs, mowing grass, clearing areas of brush and trees, raking of leaves, removing weeds, trimming shrubs, repairing fences and bridges, operating leaf machines and shoveling snow.
2. Removes, repairs, and/or installs cement walks, roads, curbs and gutters; forms, pours and finishes concrete; spreads gravel, dirt, tar and other materials in the repair of roads and sidewalks; operates loop and asphalt equipment; performs flagman duties to regulate traffic flow around work site.
3. Loads and unloads trucks; moves furniture or heavy equipment and material; carries tools and equipment.
4. Repairs and maintains storm sewer lines; performs rodding and cleaning of manholes; climbs down into utility structures; makes repairs; digs ditches; shores trenches. Picks up trash, recycling; assists with special pickups; including furniture and other heavy objects; washes trucks; greases and maintains trucks; clears debris from ditches.

5. Maintains ball fields, parks, rights-of-way and Village property; assesses and replaces sprinkler heads; repairs restroom plumbing; aerates and irrigates fields, ensures equipment is in good repair and makes repairs when required.
6. Assists with repair and maintenance of small engines, gasoline and diesel-powered equipment and small trucks.
7. Prepares and paints traffic lines; operates paint machines; prepares and paints interior and exterior walls; makes minor repairs to Village buildings; performs minor construction/repair, carpentry, electrical and plumbing work.
8. Operates a variety of standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.
9. Operates a variety of large powered equipment including but not limited to backhoes, dump trucks and snow plows.
10. Follows all department safety practices and procedures.
11. Maintains all required licenses and/or certificates.
12. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
13. Demonstrates regular and predictable attendance.

#### **ADDITIONAL INFORMATION**

Qualifications: High school diploma/GED or combination of training and experience;

Job Location: The primary work site is located at 3869 Alta Avenue. The employee will with some frequency work other Village owned/related facilities throughout Silverton.

Physical Requirements: Must be able to safely and effectively operate a motor vehicle; demonstrate physical strength and dexterity in the use of hands and feet; work requires walking and standing on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform lifting of departmental equipment, supplies, and tools; requires climbing, balancing, stooping, kneeling, and reaching; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small equipment and tools or detailed clerical work, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Public Works

facilities on Alta Avenue, the Municipal Building, throughout the environs of Silverton, and in other off-site locations as is necessary.

Special Licensing Requirements: Valid Ohio driver's license, or equivalent from another state; must maintain insurable status with Village insurance carrier.

Necessary Special Requirements: Ability to work evenings and weekends as required

Equipment Operated: (The following are examples only and are not intended to be all inclusive). Large powered equipment including but not limited to backhoes, commercial mowers, brush chippers, pick-up trucks, bucket trucks, dump trucks and snow plows. Standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** (For purposes of O.R.C. 4167)

The seasonal Public Works Maintenance Work works in outdoor conditions, including exposure to extreme heat and cold and other inclement weather. Position may require heavy lifting and other physical labor as described above.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

(Date)

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(Employee Signature)

(Date)