

Town of Preston, CT Job Description

Job Title	Public Works Maintainer
Department	Public Works
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Public Works Manager or PW Crew Leader
Supervises:	None

Position Summary/Purpose:

The purposes of this position are to be responsible for the safe and efficient operation of light and heavy vehicles and power equipment on assigned projects or activities of a public services nature which may entail road and sidewalk construction and maintenance; storm water systems maintenance and construction; maintenance of town facility grounds; tree work and roadside mowing, etc., as needed. An individual in this position is also expected to perform many different types of maintenance, mechanical and repair work and manual labor in addition to driving CDL vehicles. The Public Works Maintainer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below 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.)

- Performs manual and machine-assisted maintenance, repair and construction work of roads, sidewalks, curbs, stormwater systems, catch basins and drainage ditches, sign erection, installation of guard posts etc.
- Shovels and plows snow and spreads salt on roads, sidewalks, parking lots, steps, etc.
- Spreads sand, gravel, and asphalt; lays asphalt and patches streets; street sweeping; roadside mowing, brush pick up; assists contractor with catch basin cleaning.
- Digs and moves materials with hand tools, wheelbarrows, and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations. Orders parts as needed.
- Operates large heavy equipment (backhoe, loader, dump trucks, mowers, street sweeper) for such projects as catch basin repair or construction; storm water drainage repair and construction; digging ditches and laying pipe, roadside mowing and maintenance.
- Performs Town facility grounds maintenance and construction such as: mowing of grass, weeds and brush; rakes and picks up leaves and other debris; clears culverts, drains, roads, ditches, and hydrants; use of chainsaws, pruners, and chippers.
- Performs heavy labor and various unskilled and semi-skilled tasks essential to municipal operations and public service and assists other departments as needed moving furniture,

minor building repairs (light painting & carpentry work), moves voting machines, maintaining of building furnaces, etc. Uses a wide variety of power, pneumatic and hand tools.

- Is subject to call out to respond to emergencies after normal working hours and mandatory winter snow removal overtime.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, clean and washes vehicles and equipment reports problems to mechanics or supervisor. Performs basic vehicle mechanical work on heavy equipment and trucks. Maintains and cleans PW Garage and ensures materials, equipment and supplies are properly maintained in a safe condition.
- Performs set-up and take-down labor for numerous Town-wide events including at, parks, or Town facilities.
- Performs tree trimming and removal of trees as needed or assists contractor.
- Perform transfer station operations, collect fees, move materials, educate public about procedures
- Assists with preparing, maintaining, and performing job site and work safety practices. Observes all OSHA requirements on work sites and in PW Garage. Uses Personal Protective Equipment appropriate for each task. Conducts all work in a safe manner and all work safety practices are followed. All accidents are reported immediately.
- Consistent on-site and on-time attendance is essential for this position.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Degree or diploma with 2-3 years of construction, manual labor, and heavy vehicle driving, and heavy equipment experience; or any equivalent combination of education, experience and training. Road work and snow removal experience preferred.

Special Requirements:

Must have and maintain: CDL B License endorsement **OR ABILITY TO OBTAIN WITHIN 6 MONTHS OF HIRE**. Class A preferred.

Must get and maintain: Transfer Station Operators Certificate within 6 months

Must get and maintain: American Traffic Safety Services Association Flagger Certification within 6months.

Knowledge, Ability and Skill:

- Thorough knowledge of the safe practices of driving heavy vehicles and equipment;

- Working knowledge of road and/or stormwater construction; working knowledge of operation of CDL vehicles, backhoe, loader, and roadside mowers
- Knowledge of proper tools to use for different public works maintenance or construction jobs
- Working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment.
- Ability to follow written and oral instructions;
- Ability to work as a team with others to accomplish a project
- Ability to read and follow safety procedures; ability to work for long hours and perform physical labor is necessary
- Ability to follow rules, regulations and procedures
- Skill in snow plowing with CDL vehicle during snow emergencies
- Ability to use CDL vehicles, mowing equipment and various power tools and hand tools and perform minor mechanical repairs to equipment
- Aptitude to perform minor building repairs
- Aptitude for working with people and maintaining effective working relationships with various groups

Job Environment:

Work is performed in a garage, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles or heavy equipment; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places on occasion. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: loader, roadside mowers, street sweeper, backhoe, power paver; and roller equipment, snowplows, lawn equipment, and CDL vehicles. Also requires the operation of hand tools, power tools, weed whackers, chainsaws, pruners, and chippers.

Makes occasional contact with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other Town departments and vendors. Communication is frequently in person or by phone.

Errors in judgment or omissions could result in delays in service, rework, injury to other employees, personal injury, damage to Town roads or equipment and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places			X	
Work with toxic or caustic chemical			X	

Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration		X		
Other-Snow Plowing			X	
Other- Tree Removal – Tree Hazards		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting in Truck or equipment			X	
Talking & Hearing				X
Using hands/fingers to handle/feel/type				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Smelling		X		
Bending, pulling, pushing				X
Other-Driving			X	
Other-Long Hours during an Emergency			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds				X
Up to 75 pounds				X
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)				X

Vision requirements

- X Close vision (i.e. clear vision at 20 inches or less)
 X Distance vision (i.e. clear vision at 20 feet or more)

- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)