

## **TOWN OF MANCHESTER POSITION GUIDE**

**Title:** Maintainer I  
**Department:** Public Works  
**Reports to:** Work Coordinator, or Foreman, or Designee

### **NATURE OF WORK**

Under general direction performs manual work in all areas of Public Works field operations including, but not limited to, construction, repair, maintenance, and care of municipal properties.

### **ESSENTIAL JOB FUNCTIONS**

Receives instructions or written work order from Work Coordinator, or Foreman, or Designee. Reports tasks accomplished to Work Coordinator, or Foreman, or Designee.

Operates equipment to mow, grade, seed, maintain municipal properties. Drives and operates a variety of trucks or other equipment to construct, maintain, repair, and care for municipal properties including plowing and sanding Town roads and properties.

Performs manual work in the laying and clearing of pipes, patching or resurfacing roads, removing leaves and trash, replacing fences, posts, street signs and loading materials.

May perform all necessary procedures for interment of the deceased.

May maintain, repair or assist in construction of municipal properties, including pool filtration equipment.

May provide instructions, directions, and enforce Transfer Station regulations to users of the facility.

Operates equipment in accordance with the attached equipment specification list.

Assists in performance of building maintenance activities.

May lead seasonal workers in a variety of Public Works field operations including: construction, maintenance, and repair work.

Follows standard safety procedures; and complies with OSHA and other safety regulations.

May organize and plan work activities and/or be in responsible charge.

### **OTHER JOB FUNCTIONS**

Performs minor maintenance work on vehicles and auxiliary equipment. Services trucks and equipment with fuel, lubricants and accessories. Performs manual work in the construction and maintenance of municipal properties. Checks buildings, facilities, and grounds for maintenance and security purposes. May assist Mechanic in various operations. May load or move materials as required. Reports equipment malfunction(s) to supervisor. May be required to control inventory. May be required to input data concerning activities of the division. Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Ability to carry out instructions furnished in written, oral or diagrammatic form.

Ability to operate construction equipment such as but not limited to: trucks, tractors, mowers and hand and power tools.

Knowledge of basic methods of construction, repair, maintenance and care of municipal properties.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to work in inclement weather and under adverse conditions.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Must be mobile, able to perform simple manipulative skills such as sweeping or writing, and tasks which require hand-eye and arm-hand coordination such as shifting gears on a vehicle or climbing a ladder.

May lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds; must be able to sit or remain in an uncomfortable position for long periods.

Must be able to see far away and close up in order to drive and to discriminate colors; hear normal sounds with some background noise; communicate through human speech. Must be able to read and write English.

Must be able to concentrate on moderate detail with constant interruption, attend to task for more than 60 minutes at a time; understand and relate to several specific ideas at one time; remember tasks over long periods of time.

May be exposed to high, low or fluctuating temperatures; wetness or humidity; seasonal outdoor weather conditions; grease, oil, odors, or dust; loud or unpleasant noises.

### **MINIMUM TRAINING AND EXPERIENCE**

High School graduation or equivalent required. Two (2) years of experience in construction or road maintenance or grounds keeping or park maintenance work or care of municipal properties. Must have ability to operate equipment appropriate to job.

Must hold valid Connecticut Class B Drivers License with airbrake endorsement.

May be required to obtain tanker endorsement.

May be required to be certified as licensed pool operator.

May be required to obtain Connecticut Department of Environmental Protection certified applicator's license.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.

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