

Title: DPW Maintenance Worker

Department: Department of Public Works

Appointing Authority: DPW Superintendent

### ***Summary of Duties***

Performs a variety of semi-skilled and unskilled manual work associated with the maintenance, repair and construction of DPW assets.

### ***Supervision Received***

Works under the direct and general supervision of a designated Superintendent or more senior employee.

### ***Job Environment***

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks, heavy equipment and non CDL/CDL vehicles.

Has frequent contact with other Town personnel; has occasional contact with, contractors, residents and the general public; interactions that require courtesy and tact.

Errors could result in a danger to health and safety, loss of Village assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

### ***Essential 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 a variety of tasks associated with the maintenance, repair and construction of DPW assets to include the following:

- Assists in the construction, maintenance and repairs of roads, streets and bridges which includes but is not limited to laying out and lining roadways, paving and sealing roads, patching potholes, etc.

- Assists in maintaining traffic markings, in erecting and repairing signage, in painting lines and curbs, etc...
- Assists in the construction, maintenance, repair and cleaning of drainage systems.
- Sets-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.
- Plows and removes snow using non-CDL/CDL vehicles and equipment; sands, salts and chemically treats roadways, parking lots and sidewalks using non-CDL/CDL vehicles and equipment.
- Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep village grounds, structures and facilities.
- Mows, waters and repairs village grounds; trims trees and shrubs; removes weeds as appropriate.
- Performs constructing, maintaining and repairing structures and sidewalks; builds forms for concrete structures; may mix, pour & finish concrete.
- Will perform water-related construction and repair projects.
- Clears vegetation, brush, storm damage and debris which may involve the use of chain saws, hand tools and related equipment.
- Will participate in tree work; which will include tree trimming.
- Bags and clears litter and cleans public areas
- Operates vehicles and equipment in accordance with prescribed safety methods and procedures.
- Is responsible for the care and maintenance of equipment; reports vehicle and equipment problems to the Superintendent.
- May be assigned various tasks associated with DPW work.
- Is expected to make every effort to work overtime during emergencies, storm and adverse weather conditions.
- Performs similar or related work as directed, required or as the situation dictates.

***Recommended Minimum Qualifications***

***Education:*** High School diploma or equivalent.

***Experience:*** Over 6 months of related experience in public works, maintenance work or grounds keeping work.

***Licenses/Certificates:*** Must have and maintain a valid driver's license; a Class B CDL is preferred. {Additional licensing can/will be obtained after hiring}