

TOWN OF HARWINTON POSITION DESCRIPTION

Title: Public Works Maintenance Worker
September 14, 2020

Department: Public Works Department

Duties: Under the Direction of the Public Works Director

Essential Job Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- A. Plows and preforms anti icing and deicing operations during snow and ice storms.
- B. Available during and for winter storms and other emergencies
- C. Performs routine maintenance, clean up and repair work on Town buildings, grounds, sports complex and Town owned equipment.
- D. Have the ability to operate a variety of equipment under the supervision and training of the DPW Crew leader (or DPW Forman) including, but not limited to trucks, plow trucks, backhoe, loader, curbing machine, roller, jackhammer, chain saw, brush cutter, grinder, and welder.
- E. Must be able to perform simple repair work and maintenance.
- F. Preform the following duties, mowing of grass and other groundskeeping duties on Town roads, and all Town owned properties, the cutting of brush and trees, patching and repairing of roads, installation of fence posts and signs.
- G. Have experience and knowledge of the installation of drainage, storm and sanitary sewer works (excluding routine maintenance and internal repairs to sanitary sewer lines), the construction of new roads and the reconstruction of existing roads.
- H. Maintains the Town garage, other Town buildings, and all municipal grounds.

KNOWLEDGE, SKILL AND ABILITY

Minimum Qualifications: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

High School graduate or GED equivalent. Must be able to understand, interpret and explain to residents the Town's policies and regulations. Knowledge of materials, equipment and approved methods of surface treatment, concrete work, drainage construction and maintenance; Knowledge of the principles and practices used in the both the private and municipal public works sectors, demonstrate the ability in understanding best practices in construction and maintenance techniques, knowledge of approved methods of filling joints, patching, snow removal and de-icing agents, and erosion control. Have a valid CT CDL Class B (Class A preferred) in good standing with the CT DMV, and have a minimum of 5 years' experience in DPW/ Highway Road maintenance

Physical Demands and Work Environment: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands and fingers to handle or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. 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.

Note: This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities To perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than “at will” relationship. This job is a union position.

SUPERVISED BY: Crew Leader or Public Works Director