



POSITION DESCRIPTION

Title:	Public Works Maintenance Worker	Department:	Public Works
Type:	Regular	FLSA Status:	Non-Exempt
Pay Range:	PW/133	Revised:	07/2019

DEFINITION

To perform a variety of semiskilled and skilled tasks in the construction, maintenance, and repair of public works and town facilities; to operate heavy construction and maintenance equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Maintenance Manager, or designee. If incumbent is employed as a “hybrid” Public Works Maintenance Worker, they receive immediate supervision from the Parks Manager when assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

Street Maintenance

- Operate construction and maintenance equipment such as loaders, graders, plow trucks, snow plows and blowers, cinder spreaders, rollers, striping equipment, and street sweepers to perform a variety of construction, maintenance, and snow removal operations involving streets, sidewalks and gutters, roadway shoulders, and storm drains.
- Spread and compact asphalt concrete in patching, repairing, and re-construction of streets.
- Use concrete cutting and breaking equipment; operate a jackhammer; place and finish concrete; construct concrete forms; and, perform carpentry work.
- Install traffic cones, lights, signs, and barricades as necessary.
- Repair drainage ditches, storm drains, catch basins, and storm drainpipes.
- Perform work in emergency situations as required.
- Operate specialized equipment in the striping and marking of streets, crosswalks, and curbs.
- Manufacture and install traffic signs and poles; remove when no longer required.
- Maintain daily work logs, vehicle operation logs, and street maintenance reports.

Building and Facility Maintenance

- Repair, replace, and maintain electrical wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment.

- Install conduits, wires, pull boxes, and switches required in making additions, extensions, or alterations in electrical systems.
- Identify damaged or worn electrical components and take corrective action as assigned.
- Repair, install, and construct tables, shelves, cabinets, countertops, and other wood equipment and fixtures.
- Perform hand and bench work, operating planers, joiners, drill presses, power saws, and other woodworking machinery.
- Build rough wooden structures such as barricades, fences, and scaffolds; perform rough carpentry on parks and other Town buildings.
- Install tile and carpet as necessary.
- Construct and make repairs on doors, windows, floors, lockers, gates, roofs, and ceilings.
- Apply paint to building interiors, exteriors, fixtures and/or equipment; strip and paint or stain cabinets, doors, and woodwork.
- Install, maintain, and repair plumbing systems and a variety of plumbing fixtures such as faucets, sinks, toilets, and water heaters.
- Maintain daily work logs.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Uses, methods, techniques, tools, and the operational characteristics of mechanical equipment used in the construction and maintenance of public works and town facilities.
- Standard practices, methods, materials, and equipment used in construction and maintenance work.
- Operation of a variety of light and heavy power-driven equipment and snow removal equipment.
- Operation and application of a variety of construction tools and equipment.
- Traffic laws and rules used in truck and heavy equipment operations.
- Occupational hazard and safety precautions.

Ability to:

- Perform skilled maintenance, construction, and repair work in the area of work assigned.
- Use and operate hand tools, mechanical equipment, power tools, and equipment required for the work in a safe and efficient manner.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel.
- Attach auxiliary pieces of equipment to power-driven equipment.
- Work independently in the absence of supervision.
- Perform heavy manual labor.

- Read and interpret basic maps, blueprints, construction drawings, and schematics.
- Learn, understand and interpret departmental policies and regulations.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in heavy construction and/or equipment operation and/or in the building trades is highly desirable.

Experience:

- One year of experience in public works construction and maintenance involving the operation of heavy maintenance equipment, including motor graders, loaders, and snow removal equipment; or,
- One year of experience in maintenance of facilities; or,
- Two years of experience in building maintenance and construction work involving a wide range of systems, components, and related equipment.

Licenses:

Possession of a valid Class B California driver license, or ability to obtain within ninety (90) days of employment, is required and the ability to obtain within 180 days of employment, an appropriate, valid Class A California driver license.

TOOLS AND EQUIPMENT USED

Motorized vehicle and equipment, including dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, emulsion spray unit, asphalt crack sealing equipment, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is

required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

GENERAL

The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

Employee Signature

Date