

TOWN OF OCEAN RIDGE JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER
ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs unskilled to semi-skilled maintenance work for the Town. Work involves a variety of groundskeeping, custodial and light maintenance work on Town property. Employee is responsible for mowing and trimming lawns, pulling weeds and planting and pruning shrubs; sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; policing buildings to empty trash receptacles and pick up debris; and maintaining equipment. Reports to the Town Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES FOR DEPUTY TOWN CLERK

ESSENTIAL JOB FUNCTIONS

Mows grass, trims hedges, may operate a string trimmer and leaf blower; applies herbicides and pesticides to plants; plants and cultivates a variety of trees and shrubbery; waters plants and pulls weeds; rakes leaves; loads and unloads supplies on and off pickup trucks.

Sweeps, mops, vacuums, strips, waxes and buffs floor surfaces.

Cleans restroom areas and replenishes paper supplies and soap as necessary.

Cleans windows, walls, woodwork, blinds and light fixtures.

Removes debris from drainage gutters and pipes.

Sweeps sidewalks and walkways outside of buildings; polices grounds, pickup up debris waters plants as necessary.

Empties trash receptacles; deposits recyclable material in proper receptacles.

Sands, paints or stains walls, woodwork, cabinets, tables and other articles.

Assembles and moves furniture; sets up and disassembles meeting rooms.

Assists in securing property before and after hazardous weather, such as shuttering windows.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary.

Monitors use of Town gasoline tank, recording levels and maintaining records as required by county, state and federal laws and regulations.

Attaches street signs to posts using various hand and power tools; digs poles and sets street signs with cement.

Performs minor maintenance on power equipment and hand tools, including

sharpening blades, cleaning filters, adding grease, oil and gas, etc.

ADDITIONAL JOB FUNCTIONS

Purchases supplies and replacement parts, tools, or equipment.

Runs errands for various departments.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or general equivalency diploma (GED), preferably supplemented by some building trades or other relevant vocational course work, and 3 to 5 years of experience in construction or building maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including vacuum cleaners, carpet shampooers, lawn mowers, string trimmers, shovels, rates, hand tools, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reading and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read work orders, logs, diagrams, manuals, etc. Requires the ability to prepare logs and forms according to established formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Olfactory Discrimination: Requires the ability to identify and distinguish odors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of materials and equipment used to provide groundskeeping and custodial maintenance services.

General knowledge of basic groundskeeping practices and procedures.

General knowledge of basic cleaning procedures.

Some knowledge of the preventative maintenance required for lawn mowers, power tools and associated equipment.

Some knowledge of the hazards and applicable safety requirements associated with groundskeeping and custodial maintenance.

Ability to use and care for a variety of hand and power tools necessary to perform carpentry, mechanical and landscape maintenance tasks.

Ability to effectively communicate orally and in writing.

Ability to maintain simple logs and records.

Ability to understand and follow oral and written instructions.

Ability to perform heavy manual labor required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.