

JOB TITLE: PUBLIC WORKS-STREETS, BUILDING & GROUNDS
MAINTENANCE WORKER (Non-exempt)
DEPARTMENT: Public Works
REPORTS TO: Public Works Director

Summary Statement

Performs routine and extensive streets, building and grounds maintenance duties on all Town buildings, facilities, and grounds. Assists the Water Department when needed with all facets of operation.

JOB DESCRIPTION

Source of Authority

Public Works Director, Town Manager

Machines, Equipment, Tools, etc.

Operations of pickup trucks, flat-bed trucks, bucket trucks, backhoe, skid loader, tractors, lawnmowers, air compressors, hand tools, power tools (and other related equipment), computer/tablet, and various online platforms and software programs. Any equipment related to water department assistance does not require previous knowledge; training will be provided.

Job Duties

1. Cut lawns using push or riding mowers; trims and edges around sidewalks, driveways, flower beds, walls, etc.; rakes/blows and removes leaves; cleans and sweeps litter.
2. Plants grass, flowers, trees, and shrubs; prunes trees and shrubs when necessary.
3. Water flower beds and barrels; treats lawns, trees, and shrubs with fertilizers and insecticides.
4. Assist with keeping all shop and storage areas clean and neat.
5. Assist with snow and ice removal from all municipal buildings, grounds and streets.
6. Assist with the cleaning and maintenance of the stormwater collection system.
7. Assists with the operation, non-major repair, and maintenance of all municipal buildings, grounds, and equipment.

8. Assist all Town personnel in emergency situations as needed.
9. Assist with lawn care and building/grounds maintenance;
10. Assists with filling potholes, prep for and paint curbs, and work with contractors for repairs and maintenance of sidewalks and handicap-accessible ramps.
11. Assists with Miss Utility locate tickets.
12. Replaces various light bulbs and lighting fixtures with municipal buildings; move furniture and equipment, and make minor repairs as needed.
13. Ensure all equipment is properly maintained, cleaned, and ready for immediate use.
14. Perform such other duties that may be assigned by the Public Works Director or Town Manager.
15. Follow all safety rules and regulations.

JOB REQUIREMENTS

Qualifications

Must have the ability to follow instructions and to carry out assignments to completion. Must be able to work independently. Must possess the skills necessary to work in a safe manner. Must have the ability to maintain effective relations with other Town employees. Employee should have and maintain the ability to deal with the public. Must be able to lift and/or move eighty (80) pounds. Must have a valid Delaware Driver's License. Ability to obtain flagging certification required.

Education and/or Experience

High School diploma or equivalent. Groundskeeping and street maintenance experience preferred. Should have knowledge of grounds and building maintenance equipment. Must have knowledge of or be able to learn street and sidewalk specifications, including ADA compliance. Additional certifications may be required as part of the job. Candidates with mechanical skills and ability to obtain Water Sampler/Tester license are preferred.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts.

The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.