

**TOWN OF BERWYN HEIGHTS
POSITION DESCRIPTION**

TITLE: Public Works Maintenance Worker III
DEPARTMENT: Public Works
REPORTS TO: Supervisor of Operations

PAY GRADE: F
STATUS: Non-exempt
REVISION DATE: November 2016

PURPOSE OF POSITION:

The purpose of this position is to perform semi-skilled and skilled maintenance work to support the functions of the Public Works Department. This includes operating a variety of equipment used in the building, repair and maintenance of all types of city-owned property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Operates a variety of heavy equipment requiring special licensing or skills including refuse vehicles, dump trucks, backhoe, front-end loaders, snow plows, etc.
2. Maintains and repairs engines, machines and equipment associated with the public works operations by inspecting, planning repairs, requisitioning parts and performing necessary actions.
3. Performs general electrical, structural and plumbing repairs.
4. Maintain city-owned grounds and landscaping by:
 - a. mowing grass and raking leaves
 - b. pruning trees, plants and shrubs
5. Install and maintain park improvements such as playground equipment.
6. Pick up refuse including household, yard waste, bulk items and recycling and transports to packer trucks for appropriate disposal.
7. Performs street maintenance such as snow removal, spreading sand or salt, patching potholes and repairing curbs.
8. Operates a variety of vehicles and equipment including dump trucks, jackhammers, tractors, small rollers, etc.
9. Assists with maintenance of vehicles and public works equipment such as mowers, tractors, leaf vacuums, chainsaws, etc.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent plus three years of related maintenance work including specific experience in one or more specialized maintenance areas such as welding, mechanical, electrical, plumbing, etc. Must maintain a valid Maryland Class B Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated experience using common hand tools and standard equipment used in maintenance work.
- Skilled in use of hand and power driven equipment and tools.
- Possess specific skills in one or more specialized maintenance areas such as welding, mechanical, electrical, plumbing, etc.
- Able to recognize occupational hazards in work activities and take safety precautions.
- Ability to perform heavy manual labor for extended periods of time under adverse weather conditions.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
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- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is moderate/heavy work requiring the exertion of up to 75 pounds of force. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.

Work may requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, various atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions. Work is generally outdoors.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.