

**TOWN OF BERWYN HEIGHTS  
POSITION DESCRIPTION**

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

**PAY GRADE:** B  
**STATUS:** Non-exempt  
**REVISION DATE:** November 2016

**PURPOSE OF POSITION:**

The purpose of this position is to perform semi-skilled maintenance work to support the functions of the Public Works Department. This includes manual labor as well as the use of hand tool and small equipment.

**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. Maintain city-owned grounds and landscaping by:
  - a. mowing grass and raking leaves
  - b. pruning trees, plants and shrubs
2. Install and maintain park improvements such as playground equipment.
3. Pick up refuse including household, yard waste, bulk items and recycling and transports to packer trucks for appropriate disposal.
4. Performs street maintenance such as snow removal, spreading sand or salt, patching potholes and repairing curbs.
5. Operates a variety of vehicles and equipment including dump trucks, jackhammers, tractors, small rollers, etc.
6. Assists with maintenance of vehicles and public works equipment such as mowers, tractors, leaf vacuums, chainsaws, etc.
7. Cleans and maintains buildings.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent plus two years as a Public Maintenance Worker I or equivalent work experience. Must maintain a valid Maryland Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated experience using common hand tools and standard equipment used in maintenance work.
- 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 operate heavy equipment in a safe, effective and efficient manner.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

- 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.
- Ability to perform routine safety and maintenance inspections of vehicles.

**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.*