Town of Elsmere

Job Description

Maintenance Worker I

Pay Grade	FLSA Status	Last Reviewed
3	Non- Exempt	February 2008

POSITION OVERVIEW:

This position is responsible for performing routine work consisting of unskilled manual tasks. The duties require ability to do heavy physical labor efficiently. This employee works under the immediate supervision of a designated crew leader who lays out the details of each specific assignment and constantly checks the work in progress and upon completion. An employee in this class must express a willingness to learn and prepare for assignments of progressively increasing difficulty.

ESSENTIAL FUNCTIONS:

- Performs pick and shovel work and maintenance;
- Picks up garbage and refuse;
- Cleans gutters, culverts, catch basins, and other drainage structures;
- Loads and unloads stone, gravel, dirt, asphalt, timber, and heavy mechanical equipment;
- Operates power lawn mower or riding mower and loads grass, leaves, and brush and cleans grounds;
- Pours concrete, fills pavement cracks with asphalt and shovels, and rakes asphalt paving mix in road repairs;
- Digs and back fills trenches;
- Boards up deserted houses;
- Moves furniture and equipment;
- Builds forms, makes braces, and performs other tasks in construction or maintenance;
- Drives a truck, car, or van on a relief or intermittent basis;
- Oils and greases motorized equipment;
- Paints signs, does wood stripping, and performs other painting tasks requiring no special skill;
- Assists other workers by carrying materials, tools, and equipment;
- Assists in planting and working ground around trees, shrubs, and flowers;
- Cleans and cuts back ditches;

- Performs a variety of other heavy manual work in connection with the maintenance and construction;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIIES:

Knowledge of:

- Some knowledge of or ability to learn a variety of maintenance and manual tasks;

Ability to:

- Lift heavy items;
- Understand simple oral instructions;
- Willingness to perform heavy manual and sometimes routine work for an extended period under varying weather conditions;
- Understand and follow oral and written instructions given in the English language.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with the public and other Town employees.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Delaware Class D driver's license or its equivalent;
- Must be proficient in the use of computer software programs such as Microsoft, Word, Excel and Outlook.
- Must pass a pre-employment criminal background check, alcohol and drug screening, driving record check.

ACCEPTABLE EXPERIENCE AND TRAINING:

This is an entry level classification which requires no prior experience or special training. Employees must possess of a valid Delaware Class D driver's license or its equivalent where the duties of the position include driving a vehicle.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, distinguishing smells and repetitive motions;
- Must be able to perform medium work exerting up to 75 pounds of force occasionally; and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, work with accounting data, operate a computer, use measurement devices.