



POSITION AVAILABLE

Public Works Department – Maintainer I **Public Works Department** **Town of Colchester**

Responsibilities – The Town of Colchester is seeking a full-time Maintainer I for the Public Works Department. The selected individual will participate in snow and ice control activities and in all phases of maintenance and improvements on Town roads and facilities during normal operating hours and overtime as necessary, in order to address natural or man-made emergencies. The selected individual will report to the Public Works Supervisor and /or Director of Operations and may occasionally supervise seasonal employees within the Public Works Department. Qualifications include, but are not limited to, an ability to use common laboring tools, equipment, and work methods and practices used in the general maintenance and improvement of public highways, parks and grounds; ability to operate, service, and make minor repairs on maintenance equipment. The Maintainer I performs a wide variety of semi-skilled labor tasks relative to the maintenance of Town roadway infrastructure, parks, grounds, and buildings. The selected individual must possess a valid Connecticut Driver's license, have a High School Diploma or equivalence, and not less than one (1) year of related employment experience. Reference is made to the job description of the position for more detailed information.

Closing Date – Qualified individuals should submit a completed Town of Colchester application with a resume and required documentation to the First Selectman's office, 127 Norwich Avenue, Colchester, Connecticut 06415 by Friday, July 5, 2019 at 4:30 p.m. Requests for job descriptions can be made at the Selectman's office. Applications available online at : www.colchesterct.gov .

The Town of Colchester is an Equal Opportunity Employer.

Wage Rate \$18.00 per hour (Grade 9I -Step 1) per Bargaining Contract.

Posted: June 17, 2019



Town of Colchester Job Description

Department of Public Works Maintainer I

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of semi-skilled labor tasks relative to minor cleaning, maintaining and improving Town roadway infrastructure, parks, grounds, and buildings. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Director of Operations and administratively under the Public Works Director, or their designated representative(s)

SUPERVISION: This position may supervise seasonal employees.

ESSENTIAL DUTIES:

The following is an illustrative and non-exhaustive list of duties:

1. Execute day-to-day assignments.
2. Perform or assist in performing semi-skilled labor such as shoveling and lifting to clean and build catch basins, install pipe, patch roads, hand cut brush, remove trees, install signs, level roads and playing fields, pick up garbage, remove snow, carpentry, lay bricks and blocks, operate small bucket loader (bobcat), operate field grooming equipment.
3. Perform or assist in performing unskilled labor such as raking leaves, cutting grass by hand or power equipment, riding lawn mowers, line striping machine, painting, planting trees, grass, and shrubbery
4. Perform or assist performing traffic control
5. Perform related work as required
6. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use common laboring tools and equipment
2. Ability to safely and legally operate vehicles and equipment used in assigned duties.
3. Ability to service and make minor repairs on maintenance equipment.
4. Ability to work effectively with others.
5. A general knowledge of safety practices and requirements associated with general maintenance and improvement of public highways, parks, and grounds
6. Ability to operate a computer
7. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
8. Good written and verbal communication skills.
9. Ability to manage time effectively.
10. Ability to work well independently and follow instructions.
11. Ability to work effectively as a team
12. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
13. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Class D Driver's License with good driving record required
2. High school diploma or equivalency.
3. Not less than one (1) year related employment experience

WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

A physical and medical examination is a condition of employment after hire.

Full-time; union; hourly; non-exempt

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.