



## **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, December 28, 2018 at 4:30 p.m. Requests for job descriptions can be made at the Selectman's office. Applications available online at : [www.colchesterct.gov](http://www.colchesterct.gov) . The Town of Colchester is an Equal Opportunity Employer.

Wage Rate \$17.60 per hour (Grade 9I -Step 1) per Bargaining Contract.

Posted December 7, 2018

### **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.*