



## POSITION AVAILABLE

### **Public Works Department – Maintainer II**

#### **Public Works Department Town of Colchester**

**Responsibilities** – The Town of Colchester is seeking a full-time Maintainer II 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 other Maintainers within the Public Works Department. Qualifications include, but are not limited to, a thorough knowledge of tools, equipment, and work methods and practices used in the general maintenance and improvement of public highways, ability to operate, service, and make minor repairs on light and heavy duty highway and construction equipment. The Maintainer II performs a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadway infrastructure, parks, grounds, and buildings. The selected individual must possess a valid Connecticut Class B operator's license, have passed CDL testing, and possess some supervisory skills. 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 to the First Selectman's office, 127 Norwich Avenue, Colchester, Connecticut 06415 by Friday, November 6, 2020 at 4:30 p.m. Requests for job descriptions can be made at the Selectman's office and are attached here with.

The Town of Colchester is an Equal Opportunity Employer.

Wage Rate \$20.42 per hour ( Grade 9II – Step 1) per Bargaining Contract

Posted October 13, 2020



## Town of Colchester Job Description

### Department of Public Works Maintainer II

**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 skilled and semi-skilled labor tasks relative to the maintenance of 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 Maintainer I or other Maintainer II.

#### **ESSENTIAL DUTIES:**

All duties identified at the Maintainer I level plus the following illustrative and non-exhaustive list of duties:

1. Operate light and heavy duty trucks for snow plowing and hauling construction materials and supplies
2. Operate a minimum of two of the following pieces of equipment: backhoe, street sweeper, front loader, roadside mower, and roller
3. Operate or train others to operate light equipment including chain saw, brush cutter, jack hammer, power saw, lawn mower, line striper, riding mower, compactor, pumps, curbing machine, crack sealing equipment, and wood chipper
4. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights, antifreeze, and grease, wash, and clean equipment
5. May perform, or train others to perform, skilled labor including painting, carpentry, masonry and plumbing.
6. Inspects grounds, buildings and equipment for safety and efficiency and reports all deficiencies.
7. Perform related work as required.
8. Comply with Town of Colchester Personnel Policies.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. A general knowledge of tools, equipment, materials, and work methods and practices used in the general maintenance and improvement of public highways, parks, and buildings.
2. Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
3. Ability to work effectively with others.
4. A general knowledge of safety practices and requirements associated with operation and maintenance of vehicles and construction and hand operated equipment
5. Computer literate.
6. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
7. Good written and verbal communication skills.
8. Ability to manage time effectively.
9. Ability to work well independently and follow instructions.
10. Ability to work effectively and as a team with others.
11. 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.
12. 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. Possession of a valid driver's license, with Class B CDL with tank endorsement.
2. Not less than one (4) year employment in the construction and maintenance field or an allied field, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. High school diploma or equivalency.

**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 First Selectman's office at any time.*