

## **Public Works Maintenance Worker**

### **General Responsibilities**

Operate equipment and perform various duties to maintain Town roads, storm drain system, parks, and occasionally assist with water and sewer systems. Perform snow removal duties and respond to various emergencies. Takes direction from the Public Works Supervisor.

### **Essential Job Duties**

1. Perform maintenance of Town roads, storm drain, water and sewer systems, shoveling/spreading blacktop, stone and other materials.
2. Perform maintenance of Town parks, recreation fields and water resource areas including mowing, tree trimming, weed trimming, landscaping, picking up trash, emptying trash cans and cleaning roadside culverts and ditches.
3. Operate trucks, front end loader tractor, leaf vac machine, light equipment, commercial mowers, weed eaters, chain saws, snow blower and power tools.
4. Plow snow, spread salt and all other related snow removal duties.
5. Assist with Town special events, yard waste pick up and Saturday bulk trash days as scheduled.
6. Perform quarterly water meter readings, water meter and radio MXU installations.
7. Assist in maintaining equipment, tools, buildings and other facilities.
8. Perform traffic control duties including flagging traffic and setting up traffic control devices.
9. Report to work outside normal work hours for emergency operations.
10. Provide proper information and referrals in response to citizen inquires.
11. Communicate with supervisors, co-workers, members of the public, and elected officials on matters related to job duties and Town business.
12. Perform other specific duties as assigned by Supervisor and Director of Public Works.

### **Education and Experience**

2-year maintenance and equipment operations experience.  
General knowledge of equipment maintenance.  
General knowledge of road and sidewalk maintenance and repair.  
2-year plowing experience with pick up and small dump truck.  
Basic computer skills and willingness to learn (for the water reading device.)

### **Licenses and Certificates**

Valid driver's license  
State of Maryland Flagging Certification (or must be obtained within nine months of employment)

### **Physical Requirements**

Able to bend and lift up to 75 pounds repeatedly, able to stand, sit, and drive for extended periods, shovel materials for an extended period, walk over uneven terrain for extended distances, and work in all outdoor weather conditions of heat, cold, precipitation, etc.