

Town of New Windsor Job Description

Job Title: Public Works Maintenance 1
Reports to: Public Works Supervisor

Department: Public Works
Exempt Status: Non-Exempt

Job Summary:

Performs a variety of semi-skilled and skilled maintenance work, operates a variety of equipment, performs various duties to maintain Town parks, storm drains and roads. Perform snow removal duties and respond to various emergencies. Takes direction from the Public Works Supervisor.

Education and Experience:

- Graduation from high school or GED equivalent.
- Maintenance and equipment operations experience *preferred*.
- General knowledge of equipment maintenance.
- General knowledge of road and sidewalk maintenance and repair.
- Plowing experience with pick up and small dump truck *preferred*.
- Basic computer skills and willingness to learn (water reading device.)
- Valid driver's license

Duties/Responsibilities:

- Perform maintenance of Town roads, storm drain, shoveling/spreading blacktop, stone and other materials.
- Cleans and mows parks and playground areas, maintains Town buildings and keeps recreation areas free of debris and dangerous obstruction. General repairs.
- Operate motorized vehicles and equipment including but not limited to front end loader tractor, street sweeper, light equipment, commercial mowers, chain saws and power tools etc...
- Plow snow, spread salt and all other related snow removal duties.
- Assist with Town special events, yard waste pick up and Saturday bulk trash days as scheduled.
- Paint street markings and perform street sign maintenance.
- Provide proper information and referrals in response to citizen inquires.
- Communicate with supervisors, co-workers, members of the public, and elected officials on matters related to job duties and Town business.
- Perform other specific duties as assigned by Supervisor and Director of Public Works.
- Follow safety policies of Public Works Department.

Physical Requirements:

Able to bend and lift up to 51 pounds repeatedly, able to stand, sit, and drive for extended periods, able to shovel materials for an extended period, able to walk over uneven terrain for extended distances, able to work in all outdoor weather conditions of heat, cold and precipitation.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, with proper notification and the Town of New Windsor has the same right.

Employee Signature

Date