

Village of Pellston

POSITION DESCRIPTION

Title: Maintenance Worker	Division: Public Works
Reports To: Public Works Supervisor	Department: Public Works

Scope of Job

General Statement of Duties

Performs general maintenance duties on all municipal property and infrastructure.

Supervision Received

Works under the general and technical supervision of the Public Works Supervisor.

Supervision Exercised

None.

Duties and Responsibilities

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

General Duties

- Fills potholes, repairs, cleans and snowplows streets.
- Mows grass.
- Performs cleaning and maintenance tasks on public facilities including, but not limited to: painting; minor repairs; cleaning and preparing work sites.
- Cleans and maintains machinery, tools and equipment.
- Lifts heavy objects on a regular basis.
- Alert to hazards and uses safe techniques on the job, following department work and safety procedures.
- Required to be available for operational problems, equipment emergencies, widespread storms, power outages and other operations and maintenance emergencies as deemed necessary by management after normal working hours, weekends and holidays. Required to be on-call as determined by management.

Other Duties

- Assists Public Works Supervisor with routine duties.
- Performs daily rounds when Public Works Supervisor is not available.
- Assists persons with general questions regarding municipal operations.
- Performs other maintenance duties as assigned by the Public Works Supervisor.

Knowledge, Skills and Abilities

- Knowledge of basic maintenance and mechanical practices and procedures and the ability to apply them in job situations.
- Skilled in the operation of trucks and heavy equipment.
- Ability to perform a wide range of physical manual labor in a safe manner.
- Ability to work in adverse weather conditions and at irregular hours.
- Ability to deal courteously and tactfully with the public.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to follow written and oral directions and complete assigned tasks with limited supervision.

Minimum Qualifications

- High school graduation or GED, (plus six months of related experience).
- Previous manual labor experience.
- Previous experience in truck and heavy equipment operation.
- Valid motor vehicle Commercial Driver’s License (CDL) Group “B” designation and ability to maintain licensure. Must obtain within 30 days of hire.
- Pass a background check and physical, including drug screen, at initial hire and as required by management.

Preferred Qualifications

- Basic mechanical and automotive repair skills
- Live within 10 miles of the Village of Pellston

FLSA Classification: non-exempt	Status: regular, hourly position
Position Evaluation Points:	Pay Range:

Revised: 2017	Council Approval:
Signature:	Date:

The Village of Pellston is an equal opportunity provider and employer.