

## POSITION DESCRIPTION

**Class Title: Public Works Utility Worker**

**Department: Public Works**

**Location: Public Works/Landfill/Transfer Station and Treatment Plant**

### **GENERAL PURPOSE:**

This is semi-skilled manual work in the construction and maintenance of various public works projects. Work involves the use of a large variety of construction and maintenance equipment and tools in many different tasks. Work includes mowing, weed whacking, shoveling, cleaning, mixing and placing cement, building forms, service automobile equipment, change tires, repair roofs, work in trenches, snow plowing, sewer repair, operating bulldozer, backhoe, and all other duties as assigned.

### **SUPERVISION RECEIVED:**

Works under the supervision of the Town Manager, Public Works Supervisor and Wastewater Treatment Plant Supervisor

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work outside in all weather

Must be able to lift up to 75 pounds

Must possess a valid Class C Driver's license with a clean record of operation

Repetitive use of hands and feet operating machinery

Must be comfortable working at Burials

Plowing, mowing, operating various equipment and all duties as assigned

Assist with Sewer maintenance and repairs as assigned

All other duties as assigned by the Public Works supervisor, Wastewater Treatment plant supervisor and/or the Town manager.

### **DESIRED MINIMUM QUALIFICATIONS**

High school graduate or GED equivalent, with equipment operating experience is a plus.

Be available for emergency work situations at any hour of the day.

Possession of a valid motor vehicle Class C, issued by the State of Maine

Any equivalent combination of education and experience is desired.

Fully familiar with all aspects of workplace safety

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITY**

Working knowledge of hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of practices, methods materials and tools used in modern equipment maintenance

Individual must have skill in operation of tools and equipment

Ability to maintain effective preventative maintenance programs, policies, and procedures.

Ability to carry out assigned projects to their completion; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public

## **SPECIAL REQUIREMENTS**

Must have an ability to operate successfully a bulldozer, large landfill compactor, and/or backhoe

The employee shall have the ability to work long hours under extreme weather conditions.

## **TOOLS AND EQUIPMENT USED**

Computer, pickup truck, heavy equipment, and hand tools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk, sit, and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 75 pounds. Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

## **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employment and requirements of the job change.