



**Department:** Public Works – Buildings & Grounds

**Job Title:** Maintenance Worker

**Salary Grade:** 8

**Minimum Salary:** \$27,060.80

**Hours Worked:** M-F, 7:00 AM to 3:30 PM

**Type of Position:** Full Time

### **General Definition of Work**

Performs intermediate manual and semiskilled work in the construction, maintenance, and repair of public facilities, buildings, grounds, streets, utilities, and related facilities, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned supervisor.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Assists with the installation of storm sewers and drainage lines; assists with the construction and maintenance of utility lines and facilities; makes water and sewer taps.

Performs a variety of tasks in maintaining and repairing streets, sidewalks, and driveways; spreads asphalt and patches holes in street surfaces; digs trenches and ditches.

Removes damaged section of pavement; fills holes with patching materials and tamps or rolls patches.

Transports crews, materials, and equipment to and from job sites.

Constructs, maintains, and repairs manholes, catch basins, curbs, retaining walls, and drainage lines; builds and sets forms and finishes concrete; patches new and old concrete work.

Mows grass, edges sidewalks and curbs, weed eats, trims trees and shrubs; performs related landscaping duties in the maintenance of park and cemetery grounds.

Maintains park facilities and athletic fields; marks lines on playing fields; reshapes mounds; resets bases; cleans out dugouts; puts up goals; performs general field maintenance duties; sets up community centers for various events; sets up tents, tables and chairs; cleans up and restores area after events.

Cleans park facilities; sanitizes bathrooms; performs minor plumbing maintenance; empties trash cans.

Maintains playground equipment, tennis courts, and enclosures; places mulch around playground equipment; installs new playground equipment.

Operates dump trucks, back hoe, front end loader, chainsaw, jackhammer, asphalt roller, weed eater, stump grinder, etc. in the construction, maintenance, and repair of public facilities.

May be required to work outside normal work hours in on-call and emergency situations.

### **Knowledge, Skills and Abilities**

Some knowledge of streets drainage, buildings, grounds, utilities, landscape areas, and related construction, maintenance, and repair procedures; some knowledge of the safe use, operation, and preventive maintenance of the equipment to which assigned; some knowledge of the use of common hand and specialized power tools; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to understand and follow instructions in both oral and written form; ability to establish and maintain effective working relationships with associates and the general public.

## **Education and Experience**

High school diploma or GED and minimal experience in general construction, maintenance, custodial, and/or grounds keeping work, or equivalent combination of education and experience.

## **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Obtain CPR, First Aid, and Flagger certifications within six months of hire.  
Valid commercial driver's license in the Commonwealth of Virginia.  
Complete Basic Work Zone Traffic Control training within six months of hire.

## **Position is open until filled**

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