

# TOWN OF SOMERS

## Position Description

**Title: Maintainer**  
**Department: Public Works**  
**Reports To: Highway Foreman (if assigned to Highway Dept) or Dir. of Public Works; receives general**

**direction from Parks Coordinator (if assigned to Parks Dept.)**  
**Supervises: None**  
**FLSA Status: part-time, non-exempt**  
**Bargaining Unit: N/A**

**Position Summary:** Perform general maintenance work in the construction, repair, and maintenance of the town's roads, bridges, fields, grounds, and facilities. Operates truck/tractor, light and heavy equipment; transports materials to and from work sites; operates truck in plowing and sanding roads. May be assigned primarily to Highway Department or Parks Department. Provides accurate, timely and high-quality service to all internal and external customers.

### Major Job Duties:

**Service** – Plows and sands roads. Mow and maintain roadsides, fields, park grounds and park facilities. Clear storm drains; maintain and repair road surfaces. Clean catch basins and culverts; clear roadsides. Participate in repair and construction of catch basins. Repairs and installs fences, street signs, guardrails, and roadside equipment. Perform manual work in the laying of pipes, patching or resurfacing roads, and related construction and maintenance work. Clean and maintain town buildings, including rest room facilities. Perform semi-skilled carpentry, electrical or plumbing repairs, or other projects in town buildings and facilities.

**Teamwork** – Works cooperatively with department staff members in delivery of public works services to internal and external customers. Receives work assignments from Highway Foreman OR Parks Coordinator, who review work in progress, and/or from the Director of Public Works. Works cooperatively with other department staff members to prioritize and complete assignments. Works cooperatively with other departments to maintain town roads, fields, park grounds, park facilities, buildings and properties. Provides constructive input to the Public Works department staff discussions and actively participates in group issue identification and resolution.

**Technical** – Prepares vehicle and auxiliary equipment. Services vehicle and equipment with fuel, lubricants, and accessories. Makes routine safety check before and after operating vehicle and equipment. Operates dump truck to haul and remove materials. Observes performance of vehicle and equipment and reports malfunctions to Mechanic. Use and maintain jackhammer, chain saws, and hand tools in general maintenance work. Performs minor repairs and preventative maintenance on vehicle, mowing and construction equipment. Assists Mechanic in major vehicle or equipment repairs. Follows standard safety procedures and regulations. As qualified, increasingly performs equipment operation.

**Administrative** – Reports tasks accomplished verbally or on written work order. Completes forms and logs as requested by Foreman OR Coordinator and/or Director.

### Qualifications:

- High School diploma.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. Public Works/on file

HR/on file

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- One year of labor or maintenance experience, including experience in the safe operation of heavy vehicles and equipment.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.
- Clean driving record.
- Satisfactory pre-employment drug test.
- Commercial Driver's License (CDL-B).

**Physical Requirements:** This position is one of physical labor primarily performed in field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- Stand, walk, lift, reach, bend and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks and other motor vehicles.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

**Approved by:**

**Approved by:**

**Last Revision Date: 10/08**

**Dir. Public Works/on file**

**HR/on file**

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