

## TOWN OF CANTON

**TITLE:** Maintainer / Equipment Operator II **CLASS:** Union

**DEPARTMENT:** Public Works **DATE:** October 20, 2009

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### **POSITION DESCRIPTION**

Works under the general direction of the Public Works Director: The Maintainer / Equipment Operator II drives truck to transport material to and from construction site; to plow and sand roads and performs general maintenance work in the construction, repair and maintenance of Town roads, bridges, grounds and facilities.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Receives oral and written directives from Supervisor.
- Follows a standard preventive maintenance schedule.
- Prepares truck and auxiliary equipment.
- Services truck and equipment with fuel, lubricants and accessories.
- Observes performance of equipment and reports malfunctions to Mechanic.
- Drives dump truck to haul and remove materials; to plow and sand roads.
- Operates equipment to mow roadsides, fields, and Town grounds; to clear storm drains and to repair or clear roads.
- Relieves Equipment Operator III on heavy equipment.
- Uses jack-hammer, chain saws and other power / hand tools in general maintenance work such as cleaning catch basins and culverts, and clearing roadsides.
- Repairs and installs fences, street signs, guard rails and roadside equipment.
- Follows all standard safety procedures and regulations.
- Reports tasks accomplished orally or on written work order to Supervisor.
- Performs maintenance to grounds and facilities.

### **ADDITIONAL JOB FUNCTIONS**

- May perform additional tasks and duties as necessary and/ or requested.
- Assists in repair and construction of catch basins.
- Performs manual work in laying of pipes; patching or resurfacing roads; and related construction or maintenance work.
- Operates pay loader to load materials on trucks.
- Operates roller in paving work.
- Acts as lead worker as needed.
- Assists in maintenance and repair of equipment and vehicles.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work in extreme weather conditions including heat or cold with temperatures sufficiently high or low to cause marked bodily discomfort.
- Ability to apply common sense understanding to carry out oral instructions and to work independently with some variation in work methods.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.

- Ability to interpret and apply regulations, codes, policies and procedures.
- Knowledge and ability to analyze problems.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to acquire skills to operate equipment.
- Knowledge of the function and safety features for all required equipment.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to deal effectively with elected and appointed officials, contract providers, employees and the general public.
- Ability to act calmly and effectively in emergency situations.

#### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires ability to sit or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet workload, including snow plowing.
- Ability to lift up to 35 pounds necessary to move office files or equipment.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of trucks and heavy equipment.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

#### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing the duties of the job, the employee will work in outside weather conditions. The employee may be exposed to wet and/ or humid conditions, or airborne particles. The employee will be required to provide his/ her own transportation.

#### **REQUIRED MINIMUM QUALIFICATIONS**

- The skills and knowledge required would generally be acquired with a High School Degree and one (1) year of increasingly responsible work experience in highway maintenance, construction or grounds keeping work or similar combination of education and experience.

#### **LICENSE OR CERTIFICATE:**

- Must possess a valid and current Commercial Driver's License.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date