

CODE: 1851
FLSA: NON-EXEMPT
GRADE: 2

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER I
GENERAL MAINTENANCE DIVISION
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under regular supervision, performs various entry-level and manual maintenance duties required in General Maintenance Division. Work involves maintaining Town of Vienna public buildings, sidewalks, crosswalks, catch basins, and storm drainpipes; and cleaning, repairing, preparing, and installing street and roadway signs. Reports to the General Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Installs street and roadway signs; removes sign post from ground; drives new post; bolts sign to post; installs and prepares to MUTCD specifications.

Cleans surface; forms, digs, and fills concrete; pours and finishes concrete; spreads top soil and grass seed; drives dump truck to haul broken concrete.

Performs carpentry maintenance in buildings, trailer floats, and forming concrete.

Operates heavy equipment to load trucks, moving dirt or asphalt, pushing dirt and base pile, etc.

Paints interior and exterior of Town buildings and objects using oil base and latex; brushes, rolls, and sprays paint on buildings, offices, rooms, windows, walks, ceilings, rails, bus shelters, signs, etc.

Cleans and repairs catch basins and storm drain pipe; crawls in tight spaces; removes grass, leaves, dirt, sand, rocks, wood, stocks, silt, and mud by hand; repairs using mortar and/or concrete to patch holes and cracks.

Changes light bulbs in buildings and air condition filters.

Sets out barricades and "no parking" signs for block parties; sets up detours for emergency and special events.

Installs, repairs, and removes public benches.

Works with Traffic Engineering crew; replaces bulbs in traffic lights; cuts and sets traffic loops in ground; ties in electrical wires on pedestrian crosswalk.

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Cleans gutters on public buildings.

Installs and remove hitch posts; paints hitch posts.

Hangs Holiday decorations on street poles; works in a bucket truck; hangs street banners across roadway.

Receives and/or reviews various records and reports such as work order, verbal order, and notices.

Prepares and/or processes various records and reports such as work order, and handwritten paper.

Refers to MUTCD specifications, Fairfax County codes, Virginia Highway Traffic Control, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as skid loader, tandem axle and single axle dump truck, air compressor, gas power tamper, etc.

Uses a variety of tools such as carpentry tools, masonry tools, sign pictures and razor blades, wrenches, hand tools, sledgehammers, shovels, rakes, etc.; a variety of supplies such as base, asphalt millings, mortar, brick, concrete, etc.

Interacts and communicates with various groups and individuals such as the General Maintenance Supervisor, Street Maintenance Division, Police Department, Town Hall staff, Vehicle Maintenance, and the general public.

ADDITIONAL JOB FUNCTIONS

Picks up leaves with leaf machine.

Performs trash collection on back of garbage truck.

Plows snow with dump truck.

Hauls spoils (dirt, mud, concrete, asphalt) to dump.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with three to six months of equipment operation experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State driver's license.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a residential truck, shovel, pitchfork, hydraulic system, etc. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently, and/or in excess of twenty pounds of force constantly to lift, carry, push, pull or otherwise move objects. Must be able to lift and/or carry weights of ten to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of informational documents. Requires the ability to prepare time cards and job descriptions, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

Numerical Aptitude: Requires the ability to add and subtract totals and to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automobiles, trucks and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the General Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Maintenance Worker I. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of the activities and methods practiced within the General Maintenance Division of the Public Works Department. Has knowledge of and exercises the safe operational procedures for utilizing tools and equipment in the performance of daily activities. Is able to perform routine servicing of equipment and machinery. Is able to perform heavy manual labor. Is able to communicate effectively with supervisors, other staff members, members of the general public, and all other groups involved in the activities of the department. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to comprehend and complete detailed oral and written instructions and daily work assignments efficiently and in a timely manner as prescribed.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

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Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.