

**City of Burlington  
Department of Public Works**

**JOB DESCRIPTION: PUBLIC WORKS MAINTENANCE WORKER**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of unskilled tasks in the maintenance and operation of streets, parks and recreation buildings, grounds, public areas, and City buildings. Is knowledgeable of safety aspects, basic operation and preventive and routine light maintenance of Public Works equipment as detailed below.

**SUPERVISION RECEIVED**

Works under the close supervision of the DPW Supervisor and Foreman.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Operates equipment and tools to maintain streets, parks, public buildings, boulevards, street trees, and utility systems as listed below.

Plow snow and salt City streets and sidewalks during winter months.

Controls traffic at work sites by setting up appropriate work zone traffic control, including cones, barricades, advance warning, and flagging to guide traffic through or around work areas.

Clean storm sewers, cold patch potholes, remove trash from street, remove dead or fallen trees, trim trees, rebuild catch basins and light cement work.

Performs routine inspection and preventative/minor maintenance on assigned equipment and refers major defects and needed repairs to supervisor.

Assists in installing and maintenance of traffic control devices, signals, signs and pavement markings.

Trims and maintains park and parkway trees with supervision.

Be able to change tasks as ordered or work with other utility departments as needed.

Help mow and maintain parks and open space areas.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry and other unskilled and semi-skilled trade work on Public Works buildings and grounds, parks and other public buildings as assigned. Tasks such as changing of light bulbs, sweeping floors, dumping garbage, cleaning streets, maintaining park bathrooms, wash windows, walls, metal and wood work, clean rain gutters and sweep floors. Collect and dispose of solid waste from buildings and grounds, open and close City buildings. Assists in setting up and taking down equipment for various recreation programs, parades and other City events. Performs all duties in conformance with appropriate safety and security standards. Employee keeps records of work completed.

Be on-call 24/7 on a rotational basis.

Other duties as described by the Director of Public Works.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment. Tree, lawn and landscaping equipment including: tractors, mowers, airifier, chain saw, brush chipper, edgers, weed trimmers and pumps. Street maintenance equipment, including saws, tamper, plate compactor, compressors, detection devices, paint machines, air compressor and attachments. Miscellaneous hand and power tools used in turf maintenance, carpentry, painting, plumbing, electrical and cement work.

## **REQUIRED MAINTENANCE AND OPERATING KNOWLEDGE:**

All listed equipment. Ability to check and fill fluids, perform safety checks, grease cert fittings, replace bulbs, change motor oil and filter, change air and fuel filters.

## **PERIPHERAL DUTIES:**

Serves as a member of various City employee committees as assigned.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

A high school diploma or G.E.D., and any equivalent combination of education and experience which demonstrates the knowledge and experience to perform the work.

### **Necessary Knowledge, Skills and Abilities:**

Possession of a valid driver's license is required. A class B/Air Brakes commercial driver's license is preferred at the time of hire, but mandatory within 6 months of hire. Ability to work independently, or with little supervision, and to complete daily activities according to work schedule. Ability to communicate effectively verbally and in writing. Ability to observe proper safety precautions. Ability to understand, follow and transmit written and oral instruction. Ability to establish effective working relationships with other employees, supervisors and the public.

Demonstrated knowledge of equipment, materials and supplies used in building and grounds maintenance.

Demonstrated knowledge of basic hand tools to do minor repairs.

Some knowledge of first aid.

Demonstrate knowledge of applicable safety precautions, including work zone traffic control.

## **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, when possible, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to feel or operate objects, tools, or controls and reach with arms. The employee frequently is required to stand, talk, hear or operate a vehicle in a seated position for long periods of time. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Lifting occurs as a part of normal work and is usually done in conjunction with stooping, bending or twisting.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENTS:**

The work environment characteristics described herein are representative of those an employee encounters while performing 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 regularly works in all outside weather conditions. The employee frequently works near moving or vibrating mechanical parts and is frequently exposed to wet and/or humid conditions. While on call, the employee could be called in for night time repair or cleanup. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, caustic chemicals and a risk of electrical shock. The noise level in the work environment is usually loud.

#### **SELECTION GUIDELINES:**

This position is an entry level laborer position. Selection will be based on demonstrated skills and knowledge. Job related tests will be required. Drug screening, pre-employment physical and a background check will be required prior to employment.

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 employer as the needs of the employer and requirements of the job change.