

## **TOWN OF OCEAN VIEW, DELAWARE**

**Position Title:** Maintenance Worker I (Skilled Laborer) - Permanent Part Time

**Department:** Public Works

**Reports to:** Public Works/Facilities Manager

### **General Statement of Duties:**

The incumbent of this position performs duties of a manual and technical nature for the Town of Ocean View. Work is generally performed under the immediate direction of a supervisor, but many assigned duties require the incumbent to complete assignments with minimal supervision by both their immediate supervisor or the Town Manager.

### **Major Duties and Responsibilities:**

1. Operates a pick-up truck/possibly stake body to perform a variety of duties throughout the Town and at Town facilities or park.
2. Make deliveries between the Administrative offices, Town Hall, and maintenance facility.
3. Removes litter and debris from roadside, ditches, and park areas.
4. Assist with landscaping, mulching and beautification etc. of designated Town locations.
5. May participate in the Towns mosquito reduction response efforts.
6. Fuels cars, trucks, and equipment and accepts responsibility for daily inspection of same for proper operation and maintenance/cleanliness. Report maintenance findings to supervisor.
7. Performs facility and ground maintenance including, but not limited to, cleaning, general maintenance, painting, carpentry etc.
8. Performs other duties as assigned by supervisors.

### **Required Education, Knowledge, Skills and Abilities:**

1. Ability to lift and move heavy objects (50 pounds or more) short distances and using proper equipment or techniques with eye towards safety.
2. Ability to move light objects (25 pounds or less) long distances.
3. Ability to stand, bend, stoop, kneel, crawl, and climb ladders and steps repeatedly while performing assigned tasks.
4. Ability to lift arms above shoulder level (e.g., to throw bags and trash into a truck, assist with general maintenance and facility repairs).
5. Ability to work outside and exposed to the elements in a variety of weather conditions.
6. Ability to learn job-related skills and responsibilities from oral instructions and observation. This learning may take place primarily through on-the-job training.

7. Ability to understand and follow oral and written instructions in the English language.
8. Ability to work cooperatively with other Town employees.
9. Ability to work safely without presenting a danger to self or others.
10. Experience operating grass mowers, tractors, snowplows, and general knowledge of grounds maintenance a plus.

**Special Conditions:**

1. This job is performed indoors and outdoors in all types of weather conditions and requires from moderate to arduous physical exertion.
2. Employee must have a valid driver's license and an acceptable driving record.
3. Satisfactory completion of a pre-employment background check, physical examination and a negative drug test are conditions of employment.
4. Position is subject to random drug testing.

**Note:** This position description does not constitute an employment agreement between the Town of Ocean View and the employee and is subject to change by the Town of Ocean View as the needs of the Town and the requirements of the job change.

Position Description Approved: \_\_\_\_\_

Date: \_\_\_\_\_