

TOWN OF PORT DEPOSIT

POSITION: Public Works Maintenance

Non-Exempt

Full Time

General Summary: This is maintenance position in the Public Works Department that performs maintenance of town buildings and properties, including mowing, snow removal, landscaping, and trash and debris removal; maintenance of Town vehicles and equipment; and performs other duties as assigned.

Essential Functions:

1. Performs maintenance of Town vehicles and associated equipment;
2. Performs maintenance of Town buildings and facilities, including general carpentry, painting, trash removal, cleaning, etc.;
3. Performs maintenance of all town playgrounds, parking lots, streets, and sidewalks, including mowing, landscaping, snow and ice removal, sweeping, power washing, trash and debris removal, etc.;
4. Performs other duties as assigned by the Public Works and Code Administrator;
5. Job will require employee to be on-call if necessary to report for duty that will include after hours and weekends.

Required Knowledge, Skills, and Abilities:

1. Ability to gain working knowledge of the Town of Port Deposit policies and procedures;
2. Ability to effectively communicate with other staff and members of the public;
3. Knowledge of relevant maintenance and repair practices and procedures as they relate to motor vehicles, buildings, and equipment maintained by the Town;
4. Knowledge of safety regulations and established procedures for operating equipment/materials;
5. Knowledge of building and property maintenance procedures;
6. Basic math skills;
7. State Highway Flagger Certification;
8. Must be able to pass a physical and drug screen and provide a copy of your driving record;
9. Must provide a copy of driving record annually if hired.

Education and Experience:

High school diploma or G.E.D.;

Or equivalent technical training, education, and/or experience;

Valid MD driver's license, Class C.

Physical and Environmental Conditions:

Work demands constant physical effort including some lifting or handling of heavy tools or materials of 50 pounds or more.

Town provide uniforms through a weekly service company.

Work may involve risks or discomforts, which require special safety precautions, e.g., working around moving parts, equipment, or machines. Employees may be required to use protective gear such as boots and gloves; may require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Equal Opportunity Employer - Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.