

## **TOWN OF PORT DEPOSIT**

**POSITION: Public Works Maintenance Worker**

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### **Non-Exempt**

**Starting Salary Range: \$19.00 to \$21.00 per hour depending on experience**

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

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### **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 building maintenance procedures, including but not limited to, plumbing, electrical, cleaning, painting, general outdoor repairs, etc.
  4. Knowledge of outdoor maintenance procedures, including but not limited to, public street maintenance, recreational park maintenance, landscaping to include grass mowing, weed eating, etc., snow plowing, operating relevant equipment, clearing storm drains, etc.
  5. Knowledge of relevant maintenance and repair practices and procedures as they relate to motor vehicles, buildings, equipment and playground equipment maintained by the Town;
  6. Knowledge of safety regulations and established procedures for operating equipment/materials;
  7. Basic math skills;
  8. State Highway Flagger Certification training provided;
  9. Must be able to pass a physical and drug screen and provide a copy of your driving record;
  10. Must provide a copy of driving record annually if hired.
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**Education and Experience:**

Public Works or equivalent trade certification, education, and/or experience;  
High school diploma or G.E.D.;  
Valid MD driver's license, Class C.

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**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 will 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 will be required to use protective gear such as boots and gloves; working in adverse weather conditions is required.

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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.