

# TOWN OF EAST WINDSOR

## JOB DESCRIPTION

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS

**TITLE:** MAINTAINER/FACILITIES & INSPECTIONS

**SUPERVISED BY:** Director of Public Works

**POSITION GOAL:** Maintenance and Inspection of Town Buildings and Grounds

### PRIMARY DUTIES:

- Performs duties of minor maintenance work in and around assigned buildings, including the removal of snow, brush and leaves.
- Makes simple repairs to chairs and doors; paints; puts in air filters, replaces floor tiles and performs minor carpentry work; assembles and moves office furniture and equipment as requested; reports conditions which may require major repairs, hazards, or unsafe conditions.
- Checks boiler, furnace and compressor; replaces bulbs, checks roof, and rakes leaves and brush.
- Shovels ice on walks and entryways during winter months; provides lawn and garden care, including simple plantings, during the year.
- Drives a pickup or light dump truck; prepares trucks or equipment; services with fuel, lubricants and accessories, observes performance and reports malfunctions to Working Foreman or Mechanic.
- Operates power equipment and hand tools to mow, blow snow, cut and remove brush, trees, etc.
- Performs flag person duties on major road or construction jobs.
- Follows directions and establishes routines in the proper use of materials and supplies as prescribed by the Director of Public Works.
- Ability to maintain records electronically.
- Performs any other duties as assigned by the Director of Public Works or his/her designee.

**NOTE:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

### QUALIFICATIONS PROFILE:

- Minimum of high school education or equivalent preferred.
- Experience in building/facilities maintenance and roadway/drainage construction methods or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

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### QUALIFICATIONS PROFILE continued:

- Able to make minor repairs and adjustments to building's fixtures and equipment;
- Follow simple oral and written instructions;
- Recognize unsafe hazards and report same.
- Working knowledge of and ability to use mechanical equipment used in heating and ventilating offices.
- Able to use and maintain simple tools and light powered equipment.
- Ability to read and understand engineering and architectural plans and specifications.
- Able to work under unpleasant working conditions.
- Physical fitness required to perform the assigned duties.
- Willing or able to update skills such as OSHA regulations, safety seminars, and code updates.
- Ability to establish and maintain effective working relationships with others. Ability to work independently.
- Operate computers and various other office machinery in a proficient manner;
- Organize and express thoughts and ideas orally and through written communications;

### TERMS OF EMPLOYMENT:

- Designated by contract.
- Scheduled work hours to be flexible.
- CT driver's license required.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

While performing the duties of this job, physical strength and agility sufficient to perform relatively heavy manual work may be necessary.

While performing the duties of this job, the employee may occasionally work in outside weather conditions during an emergency. The employee will occasionally work near moving mechanical parts and in precarious places and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock, and vibration. The noise level in the work environment is usually quiet and occasionally moderate.