

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MAINTENANCE WORKER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform semi-skilled and unskilled manual work as part of crew in performing routine maintenance and construction tasks in general support of various departmental or Town projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs manual work within an assigned department, which may involve wastewater collection, meter reading, street/road maintenance, grounds/roadside maintenance, parks maintenance, building maintenance, or other projects within the assigned department.

Performs various tasks involving grounds maintenance or roadside maintenance projects: mows grass; edges buildings, roadways, landscaped areas, driveways, and sidewalks; plants and maintains trees, shrubs, and flowers; waters landscaped areas; cuts down trees; prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, and other materials from grounds or right-of-way areas; mulches leaves; spreads pine straw, mulch, sand, gravel, or other grounds materials; lays sod or spreads grass seed; applies fertilizer, pesticide, and herbicide; applies salt/sand during icy weather; rakes ground materials; blows leaves/debris from walkways or grounds; picks up and disposes of debris/litter from ground areas; empties trash containers; digs holes/trenches and shovels materials.

Performs various tasks involving meter reading activities: locates and reads water meters on established routes for billing purposes; enters water consumption data from meters into handheld computerized meter reading device; records data and confirms accuracy of readings; re-reads meters as needed to ensure accurate billing; inspects meters to identify leaks, high readings, damage, or illegal connections; replaces water meters, meter boxes, lids, or other components; sets new meters; locks/unlocks meters; pumps water from meter boxes; locates and repairs broken water lines; assists in locating and repairing sewer lines; digs around meter boxes and removes dirt/debris.

Performs various manual tasks in support of street, roadway, and drainage projects: installs and removes sidewalks, curbs, and gutters; cleans and repairs drains; cleans ditches; lays and smooths asphalt; repairs asphalt and concrete; patches/repairs potholes in road surfaces; packs ground materials; installs reflective markers in streets.

Performs various tasks involving maintenance of parks, athletic fields, and recreational facilities: inspects, maintains, repairs, and blows leaves from trails, tennis courts, ball fields, playgrounds, and other park facilities; builds and repairs park bridges and playgrounds; spreads sand on ball fields and playgrounds; builds/repairs fences and signs; repairs water fountains; repairs basketball goals; assists with setup/breakdown for special events and activities.

Performs various tasks involving building maintenance projects: cleans buildings, restrooms, or other facilities; mops, sweeps, strips, waxes, and buffs floor surfaces; troubleshoots plumbing problems and clears stopped drains; troubleshoots basic electrical problems; replaces batteries, light bulbs, and ballasts; paints interior/exterior surfaces and equipment; repairs roofing; installs tile flooring; performs concrete and asphalt work; pressure-washes building surfaces and concrete areas.

Performs various manual tasks in general support of department or Town projects: installs/erects holiday decorations; lifts/moves equipment, furniture, and heavy materials; loads, transports, and unloads equipment and materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a service truck, pump, handheld meter reading device, probing rod, tamper, lawn mower, riding mower, edger, weed eater, chipper/mulcher, leaf blower, sod cutter, spreader, tiller, chain saw, power saw, hand saw, concrete saw, air compressor, pick axe, sledgehammer, rake, post hole digger, shovel, hand tools, measuring instruments, or two-way radio.

Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Gathers equipment, tools, parts, and supplies needed to conduct work activities: ensures availability of adequate parts and materials to conduct work activities; initiates requests for new or replacement materials as required.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, checklists, work orders, service tickets, meter readings, smoke test reports, vehicle/equipment maintenance records, or other documents.

Receives various forms, reports, correspondence, work orders, service tickets, meter routes, meter readings/reports, schedules, diagrams, equipment operational guides, chemical labels, street maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, other departments, employees, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

Provides coverage during special events/activities as needed; responds to emergency/disaster situations as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; previous experience and/or training in maintenance and construction work in area of assignment is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. May require possession and maintenance of a valid Commercial Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

APPROVALS

James Lewellen, Town Administrator

Jeff Sprow, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.