

TOWN OF MILTON

Job Description

Title: Maintenance Tech I

Date: January 3, 2018

Department: Public Works

Reports to: Highway Superintendent

OVERVIEW OF POSITION

This is a semi-skilled position involving skilled and unskilled labor tasks and the operation of full sized dump trucks and other equipment required for the maintenance, repair and construction of streets, sidewalks, grounds, equipment, facilities and other publicly owned property of the Town.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

- Assists with demolition, carpentry, painting, cleaning, and other facility maintenance tasks.
- Prepares and submits written reports required for the maintenance of equipment operating records, work records, inventory records and safety incident/accident reporting.
- Uses shovels, tampers, and chain saws, hand tools and/or operates front-end loader, grader and snowplowing equipment as needed.
- Frees catch basins, gutters and culverts of accumulated debris from creeks and other water systems.
- Performs general landscaping maintenance; mows grass on medians, parkways, and vacant lots; seeds or sods areas which have been dug for repairs, fells dead or diseased trees and removes stumps; trims tree branches; removes accumulated debris from roadways.
- Snow removal from walkways to include shoveling, snow blowing, and snow melt/traction material application.
- Performs manual work such as mowing and marking sports fields.
- Mowing and maintenance of all town cemeteries.
- Operates truck with a plow and/or spreader attachments for the removal of snow and the application of salt on Town roads during inclement weather.
- Operates other Town equipment as required.
- Participates in the repair and resurfacing of Town roads, with gravel, hot and cold patch, asphalt and similar materials.
- Operates and maintains variety of hand held/operated power tools and vehicles used for above tasks.
- May temporarily serve in the capacity of custodian.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires knowledge of the vehicles and equipment utilized in road maintenance, construction and repair operations.
- Requires knowledge of the methods, procedures, tools and materials used in both summer and winter road maintenance and repair.
- Requires knowledge of hazards connected with both summer and winter road maintenance activities safety measures and precautions.
- Requires knowledge of landscaping and sports field maintenance.
- Requires knowledge of facility maintenance.

EDUCATION OR FORMAL TRAINING:

High School diploma or G.E.D desired

EXPERIENCE:

Minimum of two years experience driving a truck and/or equipment operation.

REQUIREMENT:

Must possess a valid Vermont Class B (or above) Vehicle Commercial License (CDL)

EQUIPMENT USED:

The operation of full sized dump trucks and other equipment required for the maintenance, repair and construction of streets, sidewalks, grounds, equipment, facilities and other publicly owned property of the Town.

Various vehicles, including pickup truck, dump truck, loaders, farm tractor, mowers, as well as tools and equipment including drag blades, York rakes, chain saw, string trimmers, line striper, power saw, electrical test equipment, carpet shampooer, vacuums, paint sprayer, telephone, personal computer, printer, copier, fax, calculator and other typical office equipment.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

Work is performed indoors and outdoors in all weather conditions. Physical labor requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 50 lbs; use of both feet for repetitive movements such as operating foot controls; and use of hands for repetitive movements such as grasping of hand controls, handles, tools, etc.; exposure to moving equipment and machinery; marked changes in climate conditions; and exposure to dust, fumes and gases.

Occasionally requires squatting; crawling; climbing stairs/ladders; reaching above the shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100 lbs.

The Town of Milton is an equal employment opportunity employer. All personnel transactions are based on merit and job-related qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, or disability status (except when any of these factors is a bona fide occupational qualification).