

DPW Worker – Semi-Skilled (Buildings and Grounds/Recycle Center Attendant)**Definition:**

Works under the direction of the DPW Director. May also receive assignment direction from the DPW Foreman. Performs manual and semi-skilled labor including maintenance of Town properties and roadways and monitors the disposal and collection of recyclables to appropriate dumpsters/sites. This position works two days at the Recycle/Transfer Station and three days performing outside maintenance.

Distinguishing Characteristics:

Work is technical in nature and requires the performance of manual labor in performing a variety of maintenance, groundskeeping, and road/sidewalk repair. Also assists in snow plowing and snow shoveling as needed.

Work activities are varied but standardized in nature requiring the following of standard practices and approaches to tasks. Unusual problems or situations are referred to the DPW Foreman or DPW Director for resolution. Work is inspected periodically for completeness, quality and economy of operation.

Errors may require the employee to perform rework and cause minor disruption to activities or operations.

Contacts are with employees within and outside the Department, as well as contractors and the public. Requires working cooperatively with others and responding with courtesy and tact.

Work is performed predominantly outside where there is exposure to weather extremes. Requires working outside of normal scheduled work hours to respond to emergency situations, such as plowing and sanding to maintain street access. Work requires significant physical effort.

Examples of work:

I – Transfer/Recycle Station:

Monitors the disposal of refuse and recycling material to appropriate dumpsters/sites.

Completes documentation of transfer/recycle station usage? Reviews permits for waste disposal?

Answers contractors' and public's questions regarding transfer and recycling operations.

Uses vehicles and equipment to transfer/remove refuse?

Maintains transfer/recycling station in orderly fashion; opens and closes facility.

II – Town Property/Maintenance:

Mows, trims and maintains various properties owned by the Town including but not limited to conservation land, cemetery, recreation fields and around town-owned structures; maintains trails; prepares and completes burial sites.

Assist highway workers, as needed maintaining roads, sidewalks and guard rails; patching pot holes; maintaining and repairing manholes; sweeping streets and sidewalks; installing and replacing traffic and street signs.

Removes trash to appropriate locations. Removes paper for recycling to appropriate location. Transports solid waste to transfer station.

May also include tasks covered by DPW Worker – Semi-skilled (Buildings and Grounds Maintenance Worker) job description.

Maintains smaller trucks. Performs oil and filter changes and repairs and mounts tires.

Snow plowing as needed. This may also include plowing of town roads. Cleans and maintains lunch rooms and bathrooms at the DPW using appropriate sanitation practices. Mops floors.

Secondary Responsibilities:

Assists in snow plowing, snow blowing and shoveling, as needed.

Moves furniture, as needed.

Performs other position related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

I - Education and Experience

Duties require knowledge of grounds and building maintenance. Equivalent to high school graduation or on-the-job learning time.

II - Required Knowledge, Ability and Skills

Knowledge:

General knowledge of grounds and building maintenance including repair methods of equipment. General knowledge of normal safety precautions when working around

equipment and work sites. Good knowledge of traffic and safety rules, and accident prevention practices.

Ability:

Ability to follow oral and written instructions; good physical condition to perform heavy labor.

Skills:

Skill in operating hand tools, power tools, and equipment such as a snowblower and lawn mower. Skill in operating Class D vehicles and other vehicles in a variety of weather conditions safely. Skill in making minor repairs and adjustments to related equipment.

II - Special Requirements

Valid Class D drivers license.

III - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Requires continuous walking and standing; frequent periods require sustained uncomfortable physical positions. Frequent and extended periods of outside work, subject to all weather conditions and extremes. Exercises caution when operating equipment or handling materials. Utilizes proper sanitary precautions when handling trash, garbage and other potential biohazards or other materials related to repair and maintenance. Ability to shovel snow off sidewalks and public areas where vehicular equipment may not be able to access.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry, push/pull and position heavy objects (normally up to 60 pounds utilizing proper mechanics and techniques.

The employee must have good vision to read instructions, instruments and road signage and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____