

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** DPW Maintenance Worker

**Department:** Department of Public Works

**Appointing Authority:** DPW Director

**Affiliation:** Teamsters

**Grade:** D-2

**Personnel Board Approved:** 7/20/09

**Summary of Duties**

Performs a variety of semi-skilled and unskilled manual work associated with the maintenance, repair and construction of DPW assets.

**Supervision Received**

Works under the direct and general supervision of a designated Foreman, Superintendent or more senior employee.

**Supervision Exercised**

None.

**Job Environment**

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks and CDL vehicles.

Has frequent contact with other Town personnel; has occasional contact with, contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

### **Essential Functions**

*The essential functions or duties listed below 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.*

Performs a variety of tasks associated with the maintenance, repair and construction of DPW assets to include the following:

Assists in the construction, maintenance and repairs of roads, streets and bridges which includes but is not limited to laying out and lining roadways, paving and sealing roads, patching potholes, etc.

Assists in maintaining traffic markings, in erecting and repairing signage, in painting lines and curbs, etc.

Assists in the construction, maintenance, repair and cleaning of drainage systems.

Sets-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.

Plows and removes snow using non-CDL vehicles and equipment; sands, salts and chemically treats roadways, parking lots and sidewalks using non-CDL vehicles and equipment.

Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of fields, grounds, beaches, playgrounds, cemeteries, structures and facilities.

Mows, waters and repairs field and park areas; trims trees and shrubs; removes weeds as appropriate.

Sets-up, lines, marks, prepares and maintains athletic fields and courts.

Assists in constructing, maintaining and repairing structures and sidewalks; builds forms for concrete structures; may mix, pour and finish concrete.

May assist licensed Water Division personnel in water-related construction and repair projects.

Clears vegetation, brush, storm damage and debris which may involve the use of chain saws, hand tools and related equipment.

Acts as a groundsman for tree work; may assist in tree trimming.

Bags and clears litter and cleans public areas; removes trash from restroom facilities.

Assists in digging graves; performs related cemetery work.

May fill-in as a Transfer Station attendant.

Operates vehicles and equipment in accordance with prescribed safety methods and procedures.

Is responsible for the care and maintenance of equipment; reports vehicle and equipment problems to a mechanic or foreman.

May be assigned various tasks associated with DPW work.

Is expected to make every effort to work overtime during emergencies, storm and adverse weather conditions.

Performs similar or related work as directed, required or as the situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

High School diploma or equivalent.

#### **Experience:**

Over 6 months of related experience in public works, maintenance work or groundskeeping work.

#### **Substitutions:**

None

#### **Licenses/Certificates:**

Must have and maintain a valid driver's license; a Class B CDL is preferred.

#### **Knowledge, Abilities and Skills:**

Familiarity with basic public works, maintenance work or groundskeeping practices.

Basic knowledge of hand tools, power tools and maintenance equipment.

Skill and ability to safely operate light vehicles; skill and ability to safely operate and use all other equipment associated with the position.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and adhere to applicable rules, regulations, policies and procedures.

Ability to work independently and cooperatively as a crew member.

Ability to communicate effectively.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

**Physical Requirements**

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*