

Public Works Maintenance Worker

Nature of Work

This is semi-skilled and some skilled work providing general assistance to public works maintenance, mowing, sanitation and construction operations. Activities associated with the job include, but are not limited to: performing manual labor, trimming and cutting trees, assisting with snow removal, directing traffic, assisting with the installation of guardrails and signs and building forms for constructing concrete supports and structures. Additional activities include patching, repairing and maintaining streets, curbs and gutters, collecting residential and commercial trash and assisting with landscaping projects. Incumbents also periodically assist with building maintenance and repair activities and frequently utilize power tools and mechanized equipment when performing assigned tasks. Job responsibilities require experience working with heavy equipment and machinery utilized for public works maintenance and repair projects, experience performing light maintenance activities on buildings and other facilities, good organizational, decision making and interpersonal skills, ability to consistently adhere to established policies and procedures and follow instructions and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Public Works Supervisor through review of the quality and timeliness of tasks completed, knowledge and expertise in public works activities, willingness to assist with work assignments and ability to follow instructions and interact effectively with the public and co-workers.

Illustrative Examples of Work

- Gathers tools, materials and supplies for various job assignments and loads into assigned vehicles.
- Provides support to public works employees by performing any needed semiskilled and skilled labor tasks.
- Removes debris, trash, and dirt from highways, medians, right of ways, drainage ditches and other areas.
- Collects residential trash on a weekly basis and from public dumpsters twice a week.
- Installs, repairs and maintains storm drain facilities and builds and sets forms for sidewalks, curbs and gutters.
- Assists with snow and ice removal from streets, sidewalks and other public facilities when necessary.
- Assists with the installation and repair of signs, guardrails and barriers.
- Assists with maintaining public roads including shoveling asphalt, forming and pouring concrete, road patching/maintenance and other related tasks.
- Assists in building catch basins and installing drain tile according to specifications.
- Loads and unloads equipment and materials and assists drivers in servicing equipment.
- Operates tractors, lawn mowers, weed eaters and other mowing equipment along city roadways and other city owned property.
- Uses shovels and rakes in tight confined areas not accessible with heavy equipment or machinery.
- Directs traffic around job sites as required.
- Assists with troubleshooting and repairing electrical and air conditioning malfunctions and installing heating and air conditioning equipment when required.
- Assists with ensuring that all city owned facilities are properly secured, answering and

responding to phone calls pertaining to maintenance activities and relaying messages to other maintenance staff.

- Assists in repairing or replacing broken water lines, faucets, flush valves, commodes, sinks and other plumbing system components.
- Maintains lawns and gardens around city owned facilities and performs seasonal pruning, mowing, fertilizing and landscaping activities when necessary.
- Assists with performing routine maintenance and repair of heating, venting and air conditioning systems and replaces filters according to established schedules.
- Repairs and/or replaces light bulbs and fixtures when necessary.
- Assists with installing and taking down holiday displays and decorations.
- Provides assistance with flood issues including filling and placing sand bags.
- Participates in cleanup activities after the completion of projects.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school (or GED); a minimum of two years' experience in construction or related work; knowledge of building maintenance and repair activities; ability to interact successfully with co-workers and the public; ability to consistently adhere to daily instructions and make decisions within established operating procedures; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education, training, and/or experience to provide the following knowledge, abilities and skills:

- Knowledge of maintenance and construction hand and power tools, heavy equipment and public works departmental operations and practices.
- Knowledge of highway construction projects including tying down steel and forming, pouring and finishing of concrete.
- Knowledge of the precautions necessary to work safely with and around heavy equipment utilized in highway construction and maintenance projects.
- Knowledge of acceptable lawn maintenance and landscaping practices including the use of lawn maintenance equipment, tree trimming, application of fertilizers and herbicides, etc.
- Knowledge of industrial cleaning agents, supplies and materials.
- Knowledge of the carpentry, electrical and plumbing trades.
- Knowledge of the painting, masonry, roofing and building maintenance trades.
- Knowledge of the safety procedures (including OSHA regulations, electrical tag out and Safety Data Sheets) associated with the designated trade areas.
- Knowledge of wiring diagrams, schematics, blueprints and as-built drawings.
- Knowledge of landscaping and lawn equipment maintenance including preventive maintenance procedures.
- Ability to accurately estimate the amount of materials required for various road construction and repair projects.
- Ability to safely use hand tools, power tools and light machinery.
- Ability to understand and follow specific oral and written instructions.
- Ability to consistently adhere to established operational policies and procedures.
- Ability to establish and maintain effective working relationships with the public and co-workers.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the use of power tools, hand tools, and light machinery.

-Skill in the use of motor vehicles.

Necessary Special Requirements

-Possession of a valid Class A or B Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 80 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental and atmospheric conditions, noise, vibrations and oils and lubricants

Town of Pittman Center
FLSA – Non - Exempt
06/24/2020

Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____ SIGNATURE _____

Do Not Write Below This Line

DATE _____ INTERVIEWED BY _____

Remarks

NEATNESS			CHARACTER	
PERSONALITY			ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER _____ DEPARTMENT HEAD _____ GENERAL MANAGER _____

HEALTH INSURANCE

The following is the information for the current Health Insurance benefits for the Town of Pittman Center.

HUMANA MEDICAL PLAN & VISION PLAN

- The Group is The Humana National POS Plan
- In-Network Deductible for Individual \$1,500
- Maximum Out of Pocket for Individual is \$2,000
- Office Visits: Primary is \$30 and Specialist is \$50
- Co-Insurance In Network is 80% / 20% - Out of Network 50% / 50%
- Rx is Level 1 \$10 / Level 2 \$35 / Level 3 \$55 / Level 4 25%

Vision- Once Every 12 Months

- Exam \$10 Co-Pay
- Lenses 20% Discount
- Frames 20% Discount

BLUE CROSS DENTAL BLUE

- PPO Network
- Deductible is \$50 for Individual and \$150 for Family
- Exam and X-rays covered 100% Once Annually
- Cleanings Every 6 Months Covered 100%
- Must Meet Deductible for Basic Services then 90% is Covered
- Must Meet Deductible for Major Services then 60% is Covered
- Maximum Benefits in a Years' Time is \$2,000