

Town Maintenance Employee

Town of Washington

February 22, 2022

Scope of Responsibility

Responsibilities include the maintenance of buildings, grounds, cemetery, parks, roads, and equipment and the operation of trucks and equipment for the successful operation of the municipal facilities and infrastructure. This position requires above average physical strength and stamina, including the ability to work outdoors under all climatic conditions and the ability to work long hours and call-ins after normal hours.

Supervision Received

The Maintenance Employee reports to the Town Administrator. During Road Department tasks, this employee is under the direction of the Road Crew Foreman. Job performance is monitored, reviewed and evaluated annually by the Town Administrator.

Job Duties

(This list is not intended to be exclusive or all-inclusive. Other duties may be required and assigned.)

1. Clean and maintain municipal equipment, buildings, grounds, cemetery, and parks.
2. Perform landscaping, mowing, and trimming of grounds, cemetery and parks.
3. Utilize proper gardening, horticulture and arboriculture practices to ensure healthy trees, shrubs, grass and flowers
4. Properly apply appropriate herbicides/pesticides when necessary.
5. Perform cemetery duties to include inspecting and installing headstones per plot layout and corner markers, inspecting gravesites for appearance and necessary corrections, repairs, or alignments, assisting with interments and disinterments, grave openings, and restoration and other work deemed necessary.
6. Assist with training and direction of summer seasonal employees.
7. Provide facility setup for events, meetings, and trainings.
8. Perform general road maintenance and repair activities to include plowing, snow removal, sanding, salting, brushing, tree removal, mowing, material hauling, pothole patching, shouldering, sweeping, signing and other work deemed necessary.
9. Operate related equipment such as tractors, sweepers, loaders, trucks, plows, snow blowers, chippers, chainsaws, mowers, trimmers, pumps, boilers, sprinkler systems, floor scrubbers, heating and ventilation systems and other equipment deemed necessary.
10. Order and maintain cleaning, grounds keeping & maintenance supplies.
11. Perform repairs and preventative maintenance to equipment, machines and tools.
12. Keep accurate records and make reports as required.
13. Practice safe procedures and techniques while operating machines, equipment and hand tools, as well as teach those procedures and techniques to seasonal help.

Knowledge, Skills and Abilities

1. Exercise great attention to detail critical for cemetery operations.
2. Working knowledge of occupational hazards and safety precautions of public works, maintenance and custodial activities.

3. Ability to set priorities, develop plans, and accomplish tasks to meet priorities.
4. Ability to work effectively in a team environment.
5. Ability to maintain an effective relationship with the Administrator, Administrative Assistant, Road Crew Foreman, Town staff, contractors, and general public.
6. Exercise positive internal and external customer service skills and communication skills.
7. Ability to use good judgment and discretion in responding to difficult and sensitive questions.

Physical Abilities

Lift	30 lbs frequently, 50 lbs occasionally, and up to 150 lbs rarely
Sit	Frequently (extended periods during plowing, lawn mowing, or material hauling operations)
Stand	Frequently
Walk	Frequently
Bend	Frequently
Twist	Occasionally
Climb	Occasionally
Crouch	Occasionally
Kneel	Frequently
Reach/push/pull with arms	Frequently
Grasp	Frequently
Fine finger manipulation	Frequently

Desirable Qualifications

High school diploma or general education degree (GED). One year related experience and/or training; or equivalent combination of education and experience. Possession of a valid Wisconsin Commercial Driver's license (CDL) with endorsements "ABCD" in good standing or the ability to obtain within time limits set in new hire training plan.

Employment Category

A Town Maintenance Employee represents a regular, full-time, non-exempt position within the Town of Washington.

Signature of Maintenance Employee

Date