**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 2,500 – 4,999**

**Maintenance Worker**

**JOB SUMMARY**

This position is responsible for maintaining Town facilities and equipment.

**QUALIFICATIONS (MINIMUM)**

High School Diploma, GED, or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this position.

Valid GA driver’s license

Demonstrated ability to communicate clearly and concisely in oral and written form.

**DESCRIPTION OF DUTIES**

• Cleans and maintains public works buildings

• Cleans and maintains parks, including mowing grass, removing litter, and repairing fences and other equipment

• Maintains equipment in working order

• Assists in the scheduled maintenance and repairs on town streets, rights-of-ways, medians, and other properties under town obligation

• Completes daily work sheets

• Performs other related duties as assigned

**KNOWLEDGE DESIRED**

• Knowledge of building and park maintenance practices and procedures

• Knowledge of equipment maintenance techniques

• Ability to learn departmental programs, policies, and procedures

• Skill in the use of assigned tools and equipment

• Skill in the operation of assigned vehicles

• Skill in the operation of maintenance and cleaning equipment

**GUIDELINES**

Guidelines include the Town of Personnel and Procedures Manual, federal and state laws.

**COMPLEXITY**

The work consists of related duties connected to cleaning and maintaining public works buildings and parks. Time constraints and malfunctioning equipment contributes to the complexity of the position.

**SCOPE AND EFFECT**

The purpose of this position is to clean and maintain public works building and parks. Successful performance helps ensure the maintenance and beautification of town property.

**PERSONAL CONTACTS**

Contacts are typically with supervisor, co-workers, other Town personnel, and members of the general public.

**PURPOSE OF CONTACTS**

Contacts are typically to provide services, to give or exchange information or to resolve problems.

**PHYSICAL DEMANDS**

The work is typically performed while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT**

The work is typically performed in a stockroom, shop, or outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices, such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None