



# Town of Lake Hamilton

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## Position Announcement for Hire Date October 1, 2018

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POSITION TITLE: Maintenance Worker

DATE OPENED: 8/24/18

DEPARTMENT: Public Works

HIRING RANGE: \$12.02 to \$13.94 (Hourly DOQ)

PAY RANGE: \$12.02 – \$16.83 Hourly

Applications accepted until position is filled. Must have a CDL Class B with Airbrake endorsement.

Job application is attached to this notice. It is also online at:

<http://townoflakehamilton.com/images/2017/employment%20application%20updated%2010.17%20fillable.pdf>

Visit Town Hall at 100 Smith Avenue for more information or to fill out an application.

### **GENERAL PURPOSE**

Under the direction of the Public Works Director, perform duties in the Maintenance Departments which consist of Parks, Streets/Roads and Sanitation. This is a semi-skilled position involved in all aspects of the maintenance department. To perform proper maintenance of Town's streets, alleyways, parks, grounds, buildings, green spaces, fields and common areas for Town owned property and/or facilities providing for a safe and aesthetically pleasing environment. Sometimes supervising service workers, work-release and community service workers as directed by the Public Works Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES, BUT NOT LIMITED TO THE FOLLOWING:**

- Completing projects that are part of your day to day tasks as assigned by the Public Works Director, in addition to any extra tasks given.
- Mowing, weed eating and edging of all land owned by the Town.
- Repair, installation and reading of meters.
- Maintain records relating to inspections and maintenance activities
- Minor computer work related to checking emails and meter reading equipment.
- Maintaining equipment and tools by checking and cleaning them before and after use.
- Make necessary repairs and alterations to the water distribution piping under the supervision of a licensed water operator.
- Drive town trucks in the day to day operation of the town, loading, unloading and hauling equipment and materials.
- Conform to all safety regulations, completing all tasks in a manner that is safe to oneself, ones co-workers and to the public.
- Perform labor activities involved in construction and maintenance projects as part of a crew or individually, pavement cutting, ditch digging, manhole and line cleaning, laying and backfilling.
- Operating hand tools and power tools
- Be on a rotating on-call list, responding after normal business hours to town emergencies.
- Operate heavy equipment that includes tractors, zero turn mowers and backhoes.

### **MINIMUM REQUIRED QUALIFICATIONS, EDUCATION, LICENCES AND CERTIFICATIONS:**

- High School Diploma or GED

- CDL Class B License with Airbrake Endorsement

## **Town of Lake Hamilton**

**NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES:** *The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

- Be able to perform any and all maintenance of the Town of Lake Hamilton and properly document maintenance performed.
- Be able to communicate in a courteous and comprehensible manner with coworkers and supervision, both verbally and in writing.
- Be able to work safely, in compliance with all safety regulations.
- Be able to operate power tools, heavy equipment, trucks and hand tools. (See "TOOLS AND EQUIPMENT USED" for a comprehensive list).
- Be able to do limited computer work, such as checking email, word and Meter reading software.
- Be able to perform heavy manual tasks for extended periods of time in the heat and cold and rain.
- Able to establish and maintain effective working relationships with coworkers, supervision and public.
- Be able to understand and carry out written and oral instructions.
- Be able to do basic math, addition, subtraction, division and multiplication.
- Be able to work unsupervised throughout the day, while still accomplishing assigned tasks.
- Be able to maintain the tools and equipment that one uses during the course of a work day. You do not need to know how to fix everything, but you need to be able to ascertain if there is a problem with a piece of equipment and notify your supervisor.

### ***NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES CONTINUED***

While performing the duties of this job the employee is regularly required to use his/her hands to handle, feel and/or operate objects, tools and/or controls and to reach with his/her hand and arms and legs. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, smell talk and/or hear. The employee must frequently lift and/or move up to 50 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to work in outside weather conditions such as rain, cold, heat, wet and/or humidity. The employee must be able to work in an environment that has vibration, high/precarious positions, occasional fume/airborne particle exposure. The employee may have to work with toxic and/or caustic chemicals and the risk of electric shock. The noise level in the work environment is usually loud

**DESIRED QUALIFICATIONS:** Prior experience in maintenance and/or construction. Higher end of hiring range will be considered for having one of these licenses, FDEP Water Distribution Operators License level III, or greater, Water Treatment Plant Operator License class C, or greater.

**TOOLS AND EQUIPMENT USED:** Motorized vehicles and equipment including dump trucks, pickup truck/utility truck, lawn mowing equipment, chainsaw, edger, hedger, weed eater, saws, pumps, compressors, sanders, generators, hand and power tools, detection devices, phones, ditch diggers, meter reading devices, claw truck.

Must pass applicable pre-employment testing and background and credit checks. All applicants must complete an employment application and submit it to the Town of Lake Hamilton, Town Hall in order to be considered for employment. Applications and job announcements are available at [www.TownofLakeHamilton.com](http://www.TownofLakeHamilton.com). Position is considered "Open Until Filled", unless otherwise specified.