



JOB POSTING

Maintenance Worker
Full-Time, 40 Hrs/Wk
Public Works Department

POSTING DATE: October 2016

APPLICATION DEADLINE: Until position is filled

DATE POSITION WILL BECOME AVAILABLE: Immediately

CONTACT Marcia Wing, Human Resources Coordinator
Email: mwing@livingstonnj.org - Please include "Maintenance Worker" in the Subject Line.
Fax: 973-992-7531
Mailing Address: 357 So. Livingston Ave, Livingston NJ 07039

EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION FOLLOWS

JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS MAINTENANCE WORKER
DEPARTMENT: Public Works Department
REPORTS TO: Foreman
STATUS: F/T, Regular, Non-Exempt
SCHEDULE: 40 hrs./week, Mon- Fri, 1/2 hour lunch
REGULAR SCHEDULE: 40 hrs/week, M-F, 8:00AM - 4:30PM; 1/2 hour lunch
SHIFT SCHEDULE MAY APPLY, includes nights and weekends.
Must be available for emergency call outs 24/7

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

SUMMARY

Under immediate supervision, performs a full array of unskilled to semi-skilled manual labor activities as needed and/or required by the Public Works Department to maintain operations. Activities include but not limited to maintenance and repair of the Township's buildings, equipment, municipal streets, parks, pool, water, storm sewer and sanitary sewer systems. Operate various types of equipment, specialty tools, machinery and commercial vehicles and performs manual and some skilled work.

Some routine and or duties that are repetitive in nature may be carried out under general supervision. This is a highly visible position.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Office Other – Explain: Indoor and/or outside working conditions.

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- Must be available for emergency calls.

ESSENTIAL FUNCTIONS & KEY RESPONSIBILITIES:

- The essential functions must be performed satisfactorily and may include but not limited to, the following:
- Maintain streets, parking lots and related property.
- Operate and service water storm or sanitary systems.
- Install, construct, maintain parks, grounds and related facilities and equipment.
- Perform landscape/grounds care.
- Perform preventative maintenance and minor repairs of motorized vehicles/equipment.
- Perform general maintenance activities and cleaning.
- Perform general labor.
- Perform snow removal and leaf collection activities.
- Perform custodial duties and prepare facilities for public use.
- Understand and adhere to all safety policies and practices.
- Perform a wide range of tasks to maintain the operations of Public Works at the verbal or written direction of the Public Works Superintendent and/or designee.

TASKS RELATED TO RESPONSIBILITIES:

Operate and Service Water Systems:

- Maintain and repairs water system.
- Perform emergency water work repairs.
- Calculate and meters chemicals for water treatment.
- Install and maintains water metering equipment.
- Review blueprints for locations of utilities for construction.
- Maintain and repair wells, tanks, pumps and water treatment plants.
- Ability to mark out water & sewer utilities

Maintain Street, Parking Lot and Related Property:

- Maintain street, parking lots and related property, including, but not limited to, concrete repairs, crack sealing, blacktop patching.
- Install and maintain streets signs, barricades, and lights.
- Install, monitor, and maintains traffic counters.
- Perform township maintenance activities consisting of mowing, plant, shrub and tree trimming, tree removal, stump grinding and tree replacement.
- Raise, lower and rebuild manhole castings to grade.
- Replace, repair and/or maintain storm sewer catch basins and pipe.
- Haul materials as needed.

Install, Construct and Maintain Parks, Grounds and Related Facilities and Equipment:

- Maintain and seals outdoor ice rinks.
- Maintain recreational buildings.
- Collect and removes garbage/trash/litter, including dog waste receptacles.
- Mow lawns, rakes landscape area and fields, and lines fields.

Assist with Preventative Maintenance and Minor Repairs of Motorized Vehicles/Equipment:

- Perform routine preventative maintenance and safety checks on vehicles and equipment.
- Assist in routine preventative maintenance on vehicles such as checking fluid levels and adding or changing oil as needed, checking belts, etc.

Perform General Maintenance Activities:

- Perform carpentry and painting activities.

Perform General Labor Activities:

- Haul materials manually or with light equipment, as needed.
- Perform brush clearing and wood chipping.
- Prepare concrete mix, installs concrete forms and finish concrete surfaces.
- Install concrete and Belgium block curb and sidewalks.
- Perform strenuous manual labor in extreme climatic conditions including, but not limited to, lifting and digging.

Perform Snow Removal Activities:

- Plow streets, parking lots, ice rinks and skating areas using light and/or heavy equipment or manual labor.
- Plow sidewalks using light equipment or manual labor.
- Apply sand and salt to roadways.

Performs Custodial Duties and Prepares Facilities for Public Use:

- Sweep, vacuums, mops, dusts, waxes, polishes, and buffs floors, carpets and furniture.
- Dump garbage including recycling and picks up litter from around buildings and grounds.
- Clean and sanitizes restrooms and replenishes supplies.
- Clean and maintains drinking fountains, tables, walls, fixtures, blinds, light fixtures, etc.
- Evaluate status of facility and performs or schedules needed repairs.
- Arrange facilities for special events, including, but not limited to setting up and taking down tables and chairs.

Perform Other Duties as assigned:

- Leaf Collection

Supportive Work Environment:

- Treat other employees with respect.
- Support a positive work environment.
- Keep others informed of work issues and programs by maintaining quality communication.
- Work to resolve issues of conflicting personalities and needed.
- Assist other staff and departments as needed.

Service Objective-Responsibilities to Citizens and Taxpayers:

- Courteous and respectful.
- Responsible to citizen requests.
- Cost effective use of Township resources.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, understand and follow oral instructions and written materials.
- Ability to perform basic mathematical computations including addition, subtraction, multiplication and division.
- Ability to perform job responsibilities in climatic extremes.
- Ability to perform routine vehicle repair and maintenance tasks.
- Knowledge of the operation and maintenance of trucks, light equipment, motors and machines.
- Ability to perform in the safe and efficient use of tools used in the Public Works Department.
- Ability to establish and maintain effective working relationships with township staff and the public.
- Ability to adhere to the Township rules and regulations, federal and state guidelines, etc.

MINIMUM QUALIFICATIONS:

- **Education/Experience:** Any combination of education and experience equivalent graduation from High School and some experience in maintenance and repair work.
- **Special Requirements:** Possession of a valid commercial driver's license (CDL class B) issued by the State of New Jersey with applicable endorsements for types of vehicles used. New employees may be granted a reasonable period, not to exceed 6 months, to train for and obtain the necessary license and endorsements, time frame to be set by management.

MISCELLANEOUS:

- The duties listed above 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.

- The 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.

THIS POSITION IS SUBJECT TO FEDERAL REGULATIONS ON C.D.L. DRUG AND ALCOHOL TESTING.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required of employees classified in this job.

I have reviewed and understand the above Job Description.

Employee Name (Please Print)

Employee Signature

Date