



## Town of Woodbury Job Description

**Job Title:** Maintainer  
**Department:** Public Works Department  
**Reports To:** Director of Public Works  
**FSLA Status:** Non-Exempt  
**Union Status:** Union  
**Approved By:** Board of Selectmen  
**Approved Date:** July 1, 2024

**Summary Job Description:** The Maintainer reports directly to the Public Works Director. Work is primarily in an outdoor environment in varying New England climatic conditions. The Maintainer performs a variety of tasks in constructing, maintaining, and repairing of roadsides, roadside shoulders, bridges and other town owned properties. The work requires knowledgeable, responsible, and safe operations and maintenance of heavy and light motorized equipment such as a dump truck, tractor/mower, snow plow and sanding/salting equipment, and other tools and equipment necessary to carry out assignments. The Director may authorize the Supervising Foreman to direct and manage the workload of the Maintainer.

**Mandatory Requirements for all Town Employees:** A) You are required to understand and abide by all safety work practices for yourself and your co-workers. B) You are required to understand and use customer service “best practices” when dealing with the public, peers and co-workers by treating everyone fairly, with understanding, empathy, and professionalism.

### **Essential Functions:**

- Performs work satisfactorily in connection with the construction, reconstruction and maintenance of roads, road shoulders, bridges and drainage systems.
- Is ready and able, at all times, in the winter months to plow and sand/salt an assigned route of roads. May be required to report to work during emergency storm related incidents (such as flooding or fallen trees, etc) during the non-winter months.
- Capable of roadside tree cutting, grass and brush cutting, litter removal, and hauling and loading gravel, soil, lumber and other materials.
- Demonstrates pride, responsibility, and ownership of equipment by maintaining trucks, tractors, mowing equipment, plowing and sanding/salting equipment in excellent working condition.

### **Specific knowledge and skills required**

- High school or GED diploma or certificate.
- Holds a current Connecticut Commercial Driver License Class B.
- Must have previous work experience operating equipment such as a 32000 GVW vehicle, dump truck, snow plow and sanding/salting equipment, tractor/mower, backhoe, sweeper, grader and loader.

- Must have previous work experience with construction and/or reconstruction, i.e. drainage systems, road and sidewalk construction.
- Basic knowledge of mechanical principles. Ability to use and make minor repairs to small tools such as chainsaws, pavement saws, pole saws, jackhammer, water pumps, along with miscellaneous hand tools and simpler mechanical equipment.
- Ability to understand and follow written and oral instructions; ability to read and write English.

**Duties and Responsibilities:**

- Observes safe working conditions while working alone and with co-workers.
- Is available at all times to plow and sand an assigned route during the winter months.
- Required to perform roadside tree removal, grass and brush cutting, litter removal.
- Assists in preparing asphalt, concrete, and other road repair materials.
- Performs routine maintenance of town owned buildings and town yard.
- Assists other Town Departments where manual labor is needed at any town office building.
- Performs related work as assigned.
- Maintains trucks, tractors, mowing equipment, plowing and sanding equipment.
- Assist other departments in other offices and mechanic when required.
- Willing to change job task during work day when necessary.
- Other duties as assigned.

**Supervisory Responsibilities:** None within the Public Works Department. May be required to direct traffic and supervise movement of traffic and the public in a safe and responsible manner to avoid heavy equipment and/or emergency events in our roadways.

**Competencies/Qualifications** - To perform the job successfully, an individual should demonstrate the following competencies and qualifications:

- Capable of logical and safe decision making.
- Neat and clean personal appearance using uniforms provided.
- Personal maintenance of good physical condition to permit performance of heavy manual work.
- Strives to continuously build knowledge and skills.
- Listens and gets clarification.
- Able to read and interpret written information.
- Supportive to everyone's goal.
- Demonstrates accuracy and thoroughness.
- Exhibits sound and accurate judgment.
- Uses equipment and materials properly, using safety and security procedures.
- Adapts to change(s) in the work environment.

Physical Demands

Public Works Maintainer

How much on-the-job time is spent performing the following physical activities.

Physical Activity	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance			x	
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell		x		

Does this job require that weight be lifted or force be exerted? If so, how much and how often.

Lifts Weight or Exerts Force	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds		x		
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

Select the specific vision requirements of this job  
(You may select as many as needed)

Close Vision			x	
Distance vision			x	
Color vision			x	
Peripheral vision				x
Depth perception				x
Ability to adjust focus				x

Work Environment

Public Works Maintainer

How much exposure to the following environment conditions does this job require?

Environmental Conditions	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Wet or humid conditions (non-weather)				x
Work near moving mechanical parts				x
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions				x

Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

Select the level of noise that is typical in the work environment for this job.

Very quiet conditions		X		
Quiet conditions		X		
Moderate noise			X	
Loud noise			X	
Very loud noise		X		

RECEIVED & FILED  
IN WOODBURY, CT

This 15<sup>th</sup> day of July 2024  
at 2:25 o'clock PM

*Maria M. Mancini*  
Town Clerk