
TOWN OF WEST POINT JOB DESCRIPTION

MAINTENANCE WORKER

FLSA Status: Nonexempt

Public Works Department

JOB SUMMARY

This job performs general labor and maintenance duties as a crew member assigned to Streets & Alleys, Buildings & Grounds, and/or Refuse.

ESSENTIAL FUNCTIONS

- Maintains grounds of public buildings and property by mowing grass, raking, trimming and pruning trees and shrubs, applying pesticides and herbicides, etc.
- Maintains streets, alleys, and public grounds by sweeping streets, removing snow, spreading salt and sand, etc.
- Assist in building renovations and minor construction projects, painting, moving office furniture, boxes, etc.
- Cleans and clears storm drainage systems
- Repairs and replaces pavement and sidewalks
- Operates power equipment such as mowers, brush chippers, trimmers, and snow blower to maintain streets, alleys, and other public grounds
- Uses tools such as hammer, axe, wrench, screwdriver, and level
- Operates jackhammer and other equipment to maintain buildings, grounds, streets, and utility systems

MARGINAL FUNCTIONS

- Fills in for or assists other Public Works employees as necessary
- Performs related duties as assigned

SUPERVISION RECEIVED

This job functions independently on routine work; unusual situations are referred to the crew leader.

SUPERVISORY RESPONSIBILITIES

This job has no responsibility for the supervision of others.

PHYSICAL AND ENVIRONMENTAL FACTORS

Physical Demands

- Exerts considerable amount of physical effort on a continuous basis in the regular performance of essential functions
- Lifts, carries, pushes and pulls objects weighing up to 80 pounds
- Stands for long periods; moves about on foot
- Climbs, balances, stoops, kneels and crawls

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- Ability to work overtime when required
 - Ability to work varying shifts

Sensory Requirements

- Uses tools and equipment with the hand or hands
- Sees objects clearly with or without corrective lenses
- Full spectrum color vision to identify and distinguish colors

Environmental Factors

- Works in a physical environment with unpleasant or disagreeable conditions such as traffic, high noise levels, exposure to heat or cold, and weather
- Handles or works with potentially dangerous equipment
- Is exposed to hazardous conditions such as fumes or airborne particles, and / or toxic or caustic chemicals. Attention to safety considerations is mandatory
- Travels to locations throughout the Town
- Subject to working hours significantly beyond regularly scheduled hours

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent preferred

Knowledge, Skills and Abilities:

- Basic knowledge of tools and equipment operation
- Ability to deal courteously and effectively with the public

Licenses or Certifications:

Valid Virginia Driver's License required

Valid Virginia Commercial Driver's License preferred

Created: May 2003

Revised: June 2005

The Town of West Point has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

The Town of West Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of West Point will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.