

**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: **Maintainer – Public Works Department**

II. NATURE OF EMPLOYMENT:

Hours/Per Week: **40**

Salary Range: **\$22.53 per hour**

A. Permanent **X**

D. Temporary

B. Full-time **X**

E. Part-time

C. Seasonal

F. Benefits **Full**

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS **January 12, 2018**

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Website: ledyardct.org

B. FOR RETURNING APPLICATIONS
Mayor's Office


VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: **December 4, 2017**

Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.


Not valid unless signed by the individuals below:

Approved by:



Director of Human Resources

Approved by:



Director of Finance

TOWN OF LEDYARD
MAINTAINER

NATURE OF WORK:

Performs a variety of skilled, semi-skilled, unskilled tasks related to construction, repair and maintenance of roads and drainage infrastructure, grounds and facilities requiring the operation of several types of vehicles and equipment and general labor work.

Assists in service, repairs, and maintenance of equipment, including trucks, tractors, road machinery, automobiles, and other types of motor driven and mechanical equipment; assists in maintenance of repair shop.

SUPERVISION RECEIVED:

Works under the supervision of the Highway Superintendent, Buildings and Grounds Foreman, or Maintenance Foreman.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Operates motor vehicles – drives trucks and snow plows; operates chain saws and other small power equipment.

Performs road maintenance work, e.g., cleans gutters, sweeps streets, digs ditches, shovels materials such as asphalt, sand, stone, etc., spreads patching materials, and sets block and spreads mortar.

Performs grounds maintenance work, e.g., rakes leaves, cuts grass, weeds, and brush by hand or power equipment.

Performs buildings maintenance work, e.g., masonry, miscellaneous carpentry, painting, plumbing, electrical and HVAC system maintenance.

Performs minor vehicle and equipment maintenance and associated garage work.

Cleans and routinely greases assigned vehicles and equipment.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

*******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.*******

QUALIFICATIONS PROFILE:

At least one (1) year general knowledge of general labor practices with experience driving commercial trucks and motor vehicles and operating special motorized equipment.

Ability to operate vehicles requiring a CDL license.

Ability to use all equipment and vehicles which do not require a CDL license, including manual and power-driven tools used to cut wood and metal and other materials, 1-½ CY dump truck, stake bed truck, all pickups with or without plows, automobiles, vans, step vans, and all attachments to these vehicles including snow plows, jet sanders and power tools; pavement saws, chain saws, power mowers up to and including 86-inch decks, brush cutters, brush chippers, spray painters, hand operated power tools, carpentry tools, masonry tools, painting tools, cement mixer, snow blowers/small tractor plows, portable air compressor, portable pumps with less than a 4-inch suction/discharge, portable generators 5.5 kw and less, earth auger (power hand), leaf vacuum and string trimmer.

Ability to operate light equipment, such as skid-steer loader, compaction roller, tractor-mower.

Some aptitude in the construction and maintenance field or an allied field.

Some aptitude relative to repair and maintenance of motor vehicles.

Knowledge of the hazards and safety precautions of construction and maintenance work.

Ability to understand and follow oral instructions.

Ability to read and comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation.

EXPERIENCE AND TRAINING:

One (1) year full-time work experience in a construction trade or municipal public works capacity.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class B Connecticut Commercial Drivers License.

Adopted by Ledyard Town Council August 26, 2015