



MAINTENANCE WORKER LEVEL 1

POSITION DESCRIPTION

POSITION: PUBLIC WORKS- LEVEL I
DEPARTMENT: PUBLIC WORKS
CLASSIFICATION: CLASSIFIED (once probationary period is completed)
PAY RATE: \$18.00/NON-EXEMPT/HOURLY

POSITION PURPOSE

Under general supervision, performs a variety of maintenance, cleanup and/or landscaping duties relating to the Town infrastructure, parks, buildings and grounds, and the water and wastewater systems. The Public Works Level I serves under the Public Works Department Head.

KEY TASKS, DUTIES AND RESPONSIBILITIES

Specific duties include, but are not limited to the following:

- Performs general maintenance and repairs to Town facilities and equipment through the application of general and mechanical skills, such as building maintenance and repair - may perform certain repairs and maintenance of the domestic water and wastewater systems - perform light equipment maintenance and lubrication - cleanup facilities and grounds - operate heavy equipment on a limited basis – may include maintenance of roads, alleys and streets, patch asphalt surfaces – maintenance, repair and landscape work of the Town's buildings, park, baseball field, cemetery and general grounds – read water meters monthly.
- Public Works workers will be required to work extra hours during emergency situations and will be compensated.
- Public Works workers will be required to be "on-call" on a rotating basis and work as required on weekends and holidays.
- The on-call schedule will be created by the Department Head and the Department Head's discretion, and on-call duties will be dictated by the Department Head. To the extent that one is available, a Town vehicle will be provided for the on-call person.
- The employee's schedule may be modified by the Department Head to include weekends as part of the normal work week.
- Operates machinery, equipment, tools and light motor vehicles (lawn mower); ensures appropriate maintenance and keeps all equipment and tools in working order; may operate specialized heavy equipment (backhoe, dump truck, water truck, etc.) with sufficient experience and training.
- Assists other staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE

- Minimum Education – High School Diploma or GED
- Knowledge of equipment manuals, work orders and other documentation relating to maintenance of Town infrastructure, parks and facilities.
- Knowledge of Town of Estancia policies and procedures.
- Knowledge of Town geography, parks, community facilities and work sites.
- Skill in working with a variety hand and power tools, landscape and construction equipment, equipment manuals.



- Skill in maintaining cooperative working relationships with the public, department staff and other Town departments and contractors.
- Be able to speak, read and write utilizing the English language.

SPECIAL REQUIREMENTS:

Must reside within a maximum of thirty (30) minutes response time.

Must be able to pass a pre-employment physical and drug screen after job offer.

Must be willing to participate in the Town's random drug and alcohol testing program.

Possess and maintain an active NM driver's license.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The noise level in the work environment is usually moderately quiet. Some projects may increase the level of noise.

PHYSICAL DEMANDS:

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. Because this is a small department, the fact that these physical demands may only be occasional does not mean that the inability to perform them can be accommodated by shifting those duties to others.

While performing the duties of this job, the employee is frequently required to sit, talk, walk, drive, see and hear. The employee is frequently required to use hands, arms and fingers, handle, feel objects and tools.

The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds.