

GENERAL MAINTENANCE POSITION

JOB SUMMARY

Work includes responsibility for general maintenance of town property as well as part-time duties with the Department of Public Works.

SUPERVISION RECEIVED

Works under the general supervision of the DPW Director and/or Foreman or alternate as designated by DPW Director who assigns and reviews projects and is available for advice if problems are encountered. Work is reviewed in progress and upon completion for conformance with instructions and acceptable trade practices.

SUPERVISION EXERCISED

Provides supervision to part-time worker assigned to assist with projects requiring more than one person.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Spring and summer care of beaches, ball fields, and grass cutting at Town buildings, cemeteries, and athletic fields.
2. Winter snow shoveling of walkways and paths at Town buildings.
3. General handyman repair and maintenance of Town property (i.e. Painting and repair of bathhouse, toilets, field house at ball field, picnic tables, docks and floats, etc.)
4. Responsible for maintenance of road signs and regularity signs on Town roads.
5. Assignment to the DPW as needed during the winter months and emergencies (i.e. Winter plowing, severe erosion of roads, and other jobs requiring and additional person).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

General handyman skills in areas of carpentry, masonry, painting, yard maintenance, and landscaping. An attitude of orderliness and general appearance of Town property. Maintenance of small engines and landscaping equipment.

MINIMUM QUALIFICATIONS REQUIRED


High school diploma or equivalent. Experience in light maintenance skills as demonstrated through past experience.

PHYSICAL EXERTION/ENVIRONMENT

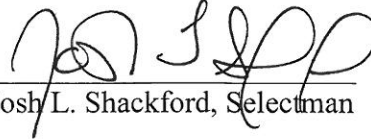
Physical effort demanded in heavy lifting and carrying, and in performing work in varying weather conditions with exposure to dirt, grease, hot as well as cold temperatures and to injuries

such as cuts and bruises.

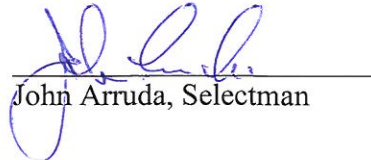
General Maintenance Position updated to add supervision. This amendment was accepted at the 07/03/2018 Board of Selectmen meeting and is effective immediately.



Robert J. King, Jr., Chairman BOS



Josh L. Shackford, Selectman



John Arruda, Selectman