

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Public Works Maintenance Worker I and II
DEPARTMENT: Public Works
REPORTS TO: Various

SALARY GRADE: 3 & 5
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Performs basic tasks in the support of maintaining all buildings, parks, streets and other public areas of the City; collects household refuse and recyclables and/or drives a refuse/recycling truck; performs a variety of tasks requiring manual labor.

ESSENTIAL JOB FUNCTIONS: *(Not all tasks are performed by all incumbents, tasks vary with assignment.)*

When assigned at the Worker I level in exterior work:

Performs basic landscaping tasks such as mowing lawns, raking leaves, planting shrubbery, leveling playing fields, cutting and pruning trees, maintaining playgrounds, and clearing dead wood.

Erects and maintains facilities and structures such as playground equipment.

Performs traffic safety tasks such as the maintenance of traffic signs, street painting, and patching streets by pouring and shoveling asphalt and concrete.

Sweeps streets and cleans up roadside trash.

Shovels snow.

Assists with the setup for special events.

When assigned at the Worker I level in sanitation collection:

Collects refuse and recyclables from City residences, businesses, parks and City facilities and transports materials to collection trucks manually or by operating the mechanical tipping equipment; operates compacting equipment on truck.

Makes special pick-ups of refuse, appliances, and yard debris.

Assists with washing and cleaning trucks and equipment.

Assists with preventative maintenance of vehicles and equipment.

Performs general labor duties relevant to public works projects.

When assigned at the Worker I level in building maintenance:

Sweeps, dry mops, scrubs, waxes and polishes floors, using brooms, mops, vacuum cleaners, floor scrubbers and buffers.

Dusts, waxes and polishes furniture.

Washes walls, windows, ceiling fixtures, blinds and room partitions, using stepladders as necessary.

Cleans urinals, toilet bowls, mirrors, sinks and water fountains; replaces deodorizers, toilet tissue, hand towels and soap.

Moves heavy furniture, supplies and equipment in order to accomplish custodial tasks.

Removes scrap and trash cans from area to central pickup point.

Reports damage to buildings and equipment.

Removes trash, leaves, snow and ice from outside stairs, walks, etc.

Performs detail work such as emptying ashtrays and wastebaskets, polishing door knobs and other metal fixtures, and replacing light bulbs.

When assigned at the Worker II level in exterior work, in addition to the tasks listed above:

Operates a variety of vehicles, machines and equipment, including dump trucks, refuse trucks, jack-hammers, small rollers, tractors, etc.

Makes minor repairs to irrigation systems as needed.

When assigned at the Worker II level in sanitation, in addition to the tasks listed above:

Drives refuse/recycling collection trucks.

Acts as crew leader in the absence of Crew Leader.

Assures that all customers' trash is collected on the routes and in a timely manner.

When assigned at the Worker II level in building maintenance, in addition to the tasks listed above:

Maintains inventory of cleaning materials and equipment; advises supervisor when more materials are needed and when equipment is in need of either repair or replacement.

Removes stains from a variety of surfaces, using chemicals and cleaning solutions.

Runs powered cleaning equipment, cleans and oils it and changes brushes and accessories.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED: *(varies with assignment)*

Lawn Maintenance Equipment
Trash toter
Basic Cleaning Supplies

Small Engine Equipment
Trash truck
Powered Cleaning Equipment

Hand and Power Tools

Motor Vehicles

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Maintenance Worker I

High school diploma or equivalent; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Maintenance Worker II

High school diploma or equivalent; and,

Two to three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications: *(varies with assignment)*

Class C Driver's License required

CDL is required, based on assignment, at the Worker II level

KNOWLEDGE, SKILLS, AND ABILITIES: *(varies with assignment)*

Knowledge of:

Methods, materials and techniques used in public works maintenance and construction; building maintenance; and, refuse collection and recycling.

The occupational hazards and safety precautions of the work.

Department organization, standard operating guidelines and policies, rules, and regulations.

The operation and light maintenance of trucks.

Skill in:

The use of all hand tools and small engine equipment.

Communicating orally with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to understand and follow oral and/or written instructions.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle, or feel; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; push, pull and/or lift up to 50 pounds.

Ability to operate small equipment such as power mowers.

Ability to perform heavy manual labor for extended periods.

Working Conditions:

Work is performed in the field, warehouse and other City facilities exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, radiation, explosions, falling from high, places, and/or exposure to toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.