

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Public Works Maintenance Worker III and IV
DEPARTMENT: Public Works
REPORTS TO: Various

SALARY GRADE: 7 & 9
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Performs advanced tasks in the support of maintaining all buildings, parks, streets and other outdoor public areas of the City; collects household refuse and recyclables and/or drives a refuse/recycling truck; operates and maintains various vehicles, equipment and machines.

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

When assigned at the Worker III level in exterior work:

Erects and maintains facilities and structures such as playground equipment.

Maintains and repairs playground equipment and various park maintenance equipment such as mowers, tractors, leaf vacuums, chain saws, wood chippers, front-end loaders, etc.

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

Installs and maintains irrigation systems.

Assists refuse collection crews when required.

Assists with the setup for special events.

When assigned at the Worker III level in sanitation collection:

Provides for the collection and disposal of refuse, recyclables, appliances and yard debris from City residences, businesses, parks and City facilities.

Assures that all refuse and recyclables are collected from all residential and non-residential stops on the route.

Responsible for routing, washing and cleaning trucks and equipment.

Assists with preventative maintenance.

Directs and participates in loading and unloading of trucks to ensure against spillage of refuse and recyclables and to safeguard equipment from damage and employees from injury.

Drives refuse / recycling collection trucks.

When assigned at the Worker III level in building maintenance:

Performs regular maintenance on HVAC units in City buildings including cleaning coils, inspecting motors, and changing filters.

Performs basic plumbing repairs on toilets, urinals, sinks, garbage disposals and water fountains.

Performs general maintenance on all City buildings, tennis court lighting and coin machines, and City light poles. Inspects all City lights on a regular basis and prepares reports detailing repairs for electric company.

Assists vendors with inspections and/or servicing of fire alarms, sprinkler systems, and fire extinguishers.

Inspects life safety equipment for compliance with National Fire Protection Association codes including fire extinguishers, EXIT lights and strobes.

Operates heavy equipment to work on light poles, roofs, and trees affecting buildings or lighting, and to dig trenches or move heavy objects.

Responds to after hours emergencies of a wide variety and complexity as part of the On-Call Crew.

Procures materials for routine equipment maintenance and for various repairs and projects.

Fills in for supervisor in his absence to assist contractors and/or to approve the work performed.

Transports building materials and fluorescent bulbs to appropriate recycling facilities.

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

Performs advanced landscaping tasks such as turf management, application of fertilizers and pesticides, and general landscaping and tree maintenance work.

Repairs and/or installs wiring, ballasts, electrical fixtures, motors, and other equipment on all City buildings; replaces bulbs/tubes in a variety of light fixtures.

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

Performs electrical, plumbing, HVAC, carpentry or other repair, maintenance and construction work in one or more of the building trades.

Oversees the preparation of athletic fields, the upkeep of other City properties, carpentry projects, and the construction and maintenance of playground equipment and park structures.

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

Serves as leader in overseeing the tasks of lower level workers.

Assists in planning, establishing and maintaining collection schedules, and in adjusting schedules to meet special needs.

Assists in training employees in proper work procedures, in the proper use of equipment and in safety practices.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED: *(Material and Equipment varies with assignment)*

Lawn Maintenance Equipment	Small Engine Equipment	Hand and Power Tools	Motor Vehicles
Aerial Lift	Backhoe	Loader	
Trash toter	Trash truck		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Maintenance Worker III:

High school diploma or equivalent; and,

Three to four 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 IV:

High school diploma or equivalent; and,

Four to five 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: *(Licenses and Certifications required varies with assignment)*

Class C Driver's License Required

CDL Required depending on assignment

Basic Electricity, Electrical Wiring Certification Preferred

Residential I, Electrical Wiring II Certification Preferred

National Electrical Code Journeyman Prep Course Preferred

HVAC Clinic Course Preferred.

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

Knowledge of:

Methods, materials and techniques used in public works maintenance and construction; refuse and recycling vehicles and equipment.

Basic electricity, HVAC and plumbing repairs.

The operation of trucks, equipment and special tools and techniques pertinent to tasks required.

The occupational hazards and safety precautions of the work.

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

Skill in:

The use of all hand tools and small engine equipment.

Preparing clear and concise reports, correspondence and other written materials.

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 make minor repairs and adjustments to equipment.

Ability to keep records and prepare brief reports.

Ability to operate small equipment such as power mowers.

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.

Working Conditions:

Work is performed in an office or in the field and warehouse 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.