

PUBLIC WORKS MAINTENANCE EMPLOYEE

Position Summary

Under general supervision, performs a variety of duties related to the maintenance and repair of streets, parks, public facilities, and utility systems. Operates vehicles and equipment, performs preventative maintenance, maintains required records, and assists with emergency response activities as needed.

Essential Functions and Duties

Infrastructure and Grounds Maintenance

- Perform maintenance and repair of streets, sidewalks, curbs, rights-of-way, parks, and other Town-owned properties and facilities.
- Perform asphalt, concrete, landscaping, mowing, trimming, brush removal, and related maintenance activities.
- Install, maintain, and repair roadway signs and traffic control devices.
- Assist with snow and ice removal and maintain safe roadways following storms and other emergency events.

Utility Operations

- Assist with the operation, maintenance, repair, and replacement of water, wastewater, and stormwater infrastructure and related equipment.
- Respond to utility service interruptions and emergency situations.
- Perform routine inspections, testing, and maintenance activities as required.

Equipment Operation and Maintenance

- Safely operate vehicles, heavy equipment, hand tools, and power equipment necessary to perform assigned duties.
- Perform routine preventative maintenance and minor repairs on Town equipment and vehicles.

Administrative and Recordkeeping Duties

- Maintain accurate, complete, and timely records of work performed, inspections, maintenance activities, equipment usage, and other departmental operations.
- Complete reports, logs, checklists, and documentation required by Town policies and applicable federal, state, and local regulations, including those of the Indiana Department of Environmental Management (IDEM) and the Indiana State Board of Accounts (SBOA).

General Duties

- Assist with the maintenance of Town buildings and facilities.
- Follow all applicable safety rules and wear required personal protective equipment.
- Respond to emergencies and perform other related duties as assigned.

Minimum Qualifications

- High school diploma or equivalent preferred.
- Working knowledge of municipal maintenance practices and the safe operation of tools, vehicles, and equipment.
- Ability to operate or learn to operate heavy equipment and perform routine preventative maintenance.
- Ability to lift at least 50lbs.
- Ability to accurately maintain records and complete required documentation.
- Ability to work independently and perform physically demanding work in various weather conditions.
- Possession of a valid Indiana driver's license and the ability to obtain and maintain any licenses or certifications required for the position.

Working Conditions

Work is performed primarily outdoors and may involve exposure to extreme weather conditions, moving equipment, noise, dust, chemicals, and other hazards associated with municipal operations. The position requires frequent standing, walking, bending, kneeling, climbing, lifting, carrying, pushing, and pulling. Employees are required to comply with departmental safety rules and wear appropriate personal protective equipment.

Disclaimer

The duties and responsibilities described herein are intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Employees may be required to perform additional duties as assigned to meet the operational needs of the Town.

This job description does not constitute a contract of employment and does not alter the at-will employment relationship between the Town and the employee.