

POSITION DESCRIPTION

Village of Holland

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CLASS TITLE: Maintenance Worker

REPORTS TO: Maintenance Supervisor

DEPARTMENT: Maintenance

PAY STATUS/REF: Hourly by Ordinance

POSITION RESPONSIBILITIES

General purpose: Under general direction of the Maintenance Supervisor, completes daily job duties and special projects and activities as assigned by Maintenance Supervisor.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Perform manual labor in extreme weather conditions.
2. Have sufficient ability to communicate, through sight, hearing, reading, writing, speech and or otherwise, to perform assigned tasks and maintain proper job safety conditions.
3. Work around hazardous materials, traffic and noise, elevated heights, enclosed spaces, and uneven surfaces.
4. Work longer than eight hours per day when required and independently with appropriate judgment.
5. Ability to work varying shifts, additional hours and/or overtime depending on service needs.
6. Safely operate simple and complex tools and equipment.
7. Demonstrates regular and predictable attendance.
9. Is physically capable of performing heavy physical work in and out of doors in all weather conditions up to 12 hours per day.
10. Is capable of walking, running, bending over, twisting, turning/pivoting, sitting, stooping, squatting, kneeling, standing, climbing, crawling, lifting 90 lbs. lifting or reaching over head, use all fingers and thumbs to squeeze, grasp, lift/lower, push/pull to operate equipment.
11. Must be able to drive motor vehicles including but not limited to cars, pickup trucks, dump trucks, snow plows, garbage/recycling trucks, forklifts, end loaders, tractors, motorized lawn mowing equipment, other construction equipment as well as being able to properly operate hand operated equipment.

EQUIPMENT OPERATED

Safely operate heavy machinery equipment including but not limited to tractors, forklifts, pickup trucks, dump trucks, back hoe, snowplows, lawn equipment, front end loaders and automobiles. Safely operates hand tools, welding tools and other tools as required for a project.

KNOWLEDGE, SKILLS AND ABILITIES

Shall Possess Knowledge of: plumbing, electrical, heating and air conditioning, street drainage systems and the ability to repair and replace catch basins, operate minor equipment such as blowers, and mowers, landscaping, construction, remodeling and minor street repair methods.

Shall Possess Ability to: exercise sound judgment; establish and maintain effective working relationships with co-workers, supervisors, Village officials, businesses, and general public. Establish and maintain good rapport with associates, officials, supervisors and citizens; handle sensitive inquires from citizens and government officials.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed above. An example of an acceptable qualification for this position is:

High School degree, diploma or GED equivalent to assure the ability to read and write at the level required for successful job performance and/or other work experience providing examples of acceptable qualifications.

LICENSE OR CERTIFICATION REQUIREMENTS

Possession of a standard State of Ohio commercial driver’s license (CDL).

This position description in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the Mayor and/or Council

Mayor

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee's Signature

Date