



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: **MAINTENANCE WORKER II**
GRADE: 5
FLSA: Nonexempt
DEPARTMENT: Public Works
EFFECTIVE DATE: January 2025

MAJOR PURPOSE:

Under general supervision of the Public Works Superintendent and Assistant Superintendent, performs routine skilled work with medium and heavy equipment in the in the maintenance and/or repair of alleys, drainage ditches, water and sewer lines, construction tasks, and cutting grass. Responds to unscheduled emergency work due to storms, snow, or utility related emergencies. This is not a supervisory position.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of heavy manual work in the maintenance and repair of public properties.
- Delivers and unloads garbage and refuse at the regional landfill.
- Operates large dump truck for heavy trash, brush pick-up, and leaf collection.
- Manages the collection and disposal of recycle, monitors collectors' efficiency and ensures that proper policies and procedures are followed.
- Performs waste and refuse collection from residential and commercial properties according to an assigned route as needed.
- Responds to emergency situations by removing ice, snow, and storm debris.
- Maintains water meters by installing and removing meters, using small tools as required.
- Maintains and repairs asphalt by repairing potholes and cave ins, performing cuts and resurfacing.
- Installs, repairs and maintains Town Street Signs using power tools and equipment.
- Maintains and repairs water and sewer systems by installing new services, fire hydrants, and the like, performing tests, painting fire hydrants, and installing valves.
- Performs as flagmen and directs traffic when needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Physical ability to perform heavy manual work.
Knowledge of how to operate both equipment and heavy equipment.
Ability to drive a commercial truck.
Knowledge of hazard assessment and emergency equipment.
Ability to follow oral instructions.
Ability to follow safety guidelines and report unsafe practices.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to four years of high school.
Two (2) years of experience in heavy manual work in the construction and building trades operating equipment and heavy equipment.
Valid CDL Driver’s License; Must successfully pass all entry level testing and assessments.

PREFERRED QUALIFICATIONS:

Five (5) years of experience in heavy manual work in the construction and building trades operating equipment and heavy equipment.

REQUIRED LICENSES/CERTIFICATES:

Possession of a valid Virginia Driver’s license
Possession of valid Virginia Class B Commercial Driver’s License

WORKING CONDITIONS:

Worker will be subject to outside environmental conditions such as, extreme weather, cold, heat, noise, vibrations, and hazards.
Must have on-call ability as well as weekends, holiday, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____