

Town of Scottsville Position Description

Job Title: Maintenance Worker

Location: Various within the Town of Scottsville

Department: Streets

Supervisor: Town Administrator

FLSA Status: Non-exempt

Employment Status: Full-time (40 hours)

Prepared Date: January 2024

GENERAL DEFINITION OF WORK:

Completes and oversees maintenance and cleaning of streets and town owned parks, parking lots, structures, and facilities—hereafter referred to as Town Sites. Notable sites include Canal Basin Square, the farmers market, Victory Hall, Bruce Park, and Van Clief Nature Area. The worker also coordinates maintenance functions performed under contract with the town, by VDOT and other public services, and work that adjoining property owners are required to perform by town ordinance.

ESSENTIAL FUNCTIONS:

- Collects trash, cleans streets and parks, and maintain quality appearance of Sites.
- Supports logistics for special events, which may occur on weekends and holidays, with furniture setup and takedown, trash collection and cleaning
- Completes small construction projects at Town Sites, including carpentry, painting, and plumbing, for example to build and install park signs or kitchen improvements.
- Completes routine landscaping at Sites, including planting, weeding, watering, fertilizing, mulching, pruning. Supports contractor teams for larger projects.
- Informs supervisor of custodial tasks needing attention that are not an assigned job duty, any unsafe conditions observed, and when there is a need for major repairs requiring trade specialists such as electricians or heavy equipment operators.
- Repairs minor problems and, if appropriate, reports this to supervisor.
- Maintains safety and protective equipment, reporting safety concerns to supervisor.
- Maintains and secures equipment used in performing job duties. Informs supervisor of needed equipment repairs and replacements, and additional equipment needs.
- Maintains inventory of supplies and equipment, making purchases and following Town financial policy. Maintain cleanliness of storage spaces and work vehicles.
- Support the Levee Superintendent in clean up of stream buffer and with running of pumps.
- Works on a schedule assigned by supervisor. Must be available whenever emergency conditions require assisting with or performing critical functions.
- Meets with supervisor to discuss each day's activities and schedule. Obtains guidance from supervisor whenever there is a question as to the extent of job responsibilities.
- Maintains a daily work log (time and activities) and provides same to supervisor.
- Performs preventive and needed maintenance at Town Sites. Keeps records of weekly inspections and periodic maintenance performed, and submits same to supervisor.

- Coordinates scheduling and work orders with contractor.
- Performs other related duties as assigned by supervisor, within this scope and skills.

SUPERVISORY RESPONSIBILITIES:

As assigned by supervisor, may supervise part-time or temporary workers, volunteers, or community service workers.

PHYSICAL AND ENVIRONMENTAL FACTORS:

Physical Demands:

- Operate equipment including truck, hand tools, and power tools
- Lift and carry heavy objects such as salt bags, trash bags, or wheelbarrows
- Climbing and stooping, use of ladders and stairs
- Walking rounds of the town

Sensory Requirements:

- Vision and hearing to operate equipment
- Dexterity to use required tools

Environmental Factors:

- Work outdoors in varied weather, including severe winter weather
- Work in parks
- Work on sidewalks near traffic
- Exposure to dirt, garbage, and chemicals used in landscaping and maintenance

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Safety procedures, safe working environments, and use of protective equipment
- Use of tools and equipment required for work
- Knowledge of plant care and gardening practices
- Ability to follow instructions and operating procedures
- Courteous interaction with the public

Education and Experience:

- Requires high school or community college coursework related to landscaping, horticulture, small engine repair, carpentry, other skilled trades, or related fields
- Requires relevant work experience in landscaping and maintenance
- Alternatively, equivalent military experience and training

Licenses or Certifications:

- Valid driver's license required