

Maintenance Coordinator/Public Works Assistant

General Description

The Utility Person is prepared to fill a variety of employee roles, some on an as necessary basis. Duties and likely duties include: mowing, landscaping, and cleaning up open public spaces; janitorial services in Town Buildings; light repairs on buildings; maintaining clear, safe walkways and stairs, summer and winter; working at the recycling center; assisting the water and wastewater treatment operator; summer road maintenance; and any other jobs that need doing, but are not otherwise provided for. The utility person will also represent the Town while interacting with the public.

Hours

Hours will be variable according to season and need. The Utility Person should expect, and be willing, to work longer hours some weeks and shorter hours others. Daytime Monday through Thursday working hours are normal, but are not assured. The position is full-time.

Supervision

This position is directly responsible to the Town Administrator to the Selectboard, but may at times take direction from other department heads.

Qualifications

Experience in lawn, landscape, and building maintenance, general mechanical knowledge and skills, and work around excavations and excavating machinery. The more education the better, but high school equivalent is a bare minimum. The Utility Person will show an interest in pursuing licenses and certifications to allow working in any needed Town employment role. A valid driver's license and a vehicle capable of towing a 2000-pound trailer are required (mileage will be paid). A demonstrable ability to schedule jobs.

Responsibilities

To independently satisfy the assignments given by the Town Administrator and to consult with and cooperate with department heads as applicable. The Utility Person will keep eyes open for problem areas, malfunctions, needed repairs to town property and, if not immediately resolvable, report such as soon as possible. Offer the public a sincerely felt service and customer satisfaction attitude within the limits of each job's demands.