

# Town of Damascus

*"The Strength of a Town Lies in the Confidence and Cooperation of Its People"*

PO DRAWER 576

DAMASCUS, VIRGINIA 24236-0576

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POSITION TITLE: Maintenance Worker

CATEGORY: Public Works

POSITION PLACEMENT: Appointed by the Town Council

PUBLIC SERVANT: Serves at the pleasure of the Council

REPORTS TO: The Public Works Supervisor

REQUIREMENTS: High school diploma or GED

JOB SUMMARY: Under the direction of the Town Council and Mayor. Town Manager, with general supervision from the Public Works Supervisor, provides excellent service to the public through works of maintenance, repair and construction. Applies knowledge of public safety, maintenance and construction projects. (Performs related work as required.)

Duties as the Maintenance Worker may include, but are not limited to:

1. Handle public information matters with the Town Manager and Chair of the Public Works Committee.
2. Coordinate activities with other agencies, town officials and Town Manager: ensuring all laws, regulations and procedures are followed.
3. Demonstrate and apply knowledge of federal, state, local laws, policies and regulations for public safety while working on a project.
4. Develop and provide issue analysis and alternatives for decision making in unique situations, as necessary.
5. Keep records and prepare reports, including accident, personnel and activity reports.
6. Understand the proper maintenance and use of equipment and facilities.
7. Inspect and maintain equipment; use equipment safely and effectively so as to prevent harm or damage.
8. Establish and maintain an effective working relationship with the public and other employees of the Town.

9. Exert themselves physically for long periods of time, such as lifting and performing difficult repetitive tasks.
10. Direct and control traffic, when necessary.
11. Wear appropriate gear to ensure personal safety while performing tasks.

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must react quickly and calmly in emergency situations and to determine proper course of actions; must be proficient in operation of issued equipment.
- Ability to understand, use, and maintain all equipment necessary to complete tasks at hand in a safe manner and without damaging equipment.
- Ability to promote a favorable public image of the Department, encourage subordinates to present a courteous attitude when dealing with the public.

#### SPECIAL REQUIREMENTS:

- Valid State Driver's License, or ability to obtain one.
- Optional: CDL and certifications for plumbing, electrical, HVAC, weed control, and/or carpentry.