



PUBLIC WORKS – MAINTENANCE I

Reports to: Public Works Supervisor
Salary Range (FY27): \$46,238.31 - \$70,444.96
Salary Midpoint: \$58,341.64
FLSA Status: Non-Exempt

General Statement of Duties

The Maintenance Worker I performs intermediate as well as routine trades-based unskilled and semi-skilled manual work on a specialized crew of workers engaged in a variety of tasks and assignments supporting the construction, maintenance, and repair of Town facilities, buildings, parks, streets, sidewalks, storm drains, rights-of-way, and other public grounds and amenities; does related work as required.

Distinguishing Features of the Class

Work generally fits a structured pattern and is performed under the supervision of more experienced colleagues; changes in procedures or exceptions are explained in detail as they arise. Work is reviewed and measured through written and verbal communications; periodic reports; observation of productivity, effectiveness and results achieved; and performance appraisals. An employee in this classification may be called back to work for emergency situations or repair work at any time.

Essential Functions

Maintaining and repairing streets, sidewalks, drainage, parks, and public facilities; operating a variety of light equipment, mowers, and trucks.

Examples of Work

- Performs required manual labor as part of an assigned crew involved in the routine care, maintenance, and repair of Town facilities, buildings, parks, streets, sidewalks, storm drains, rights-of-way, and other public grounds and amenities, including leaf and snow/ice removal.
- Operates light to medium trucks and construction equipment during maintenance and repair tasks; transports crew, materials, and equipment to job sites.
- Operates and maintains a variety of mowers, hand tools, portable power tools, and other equipment during maintenance and repair tasks.
- Ensure proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Assists with grounds preparation and maintenance duties such as mowing grass, weeding, and raking leaves.
- Plants, trims, sprays, edges, mulches, waters, prunes and maintains shrubs, flowers, and certain trees.
- Maintains and repairs streets, sidewalks, and drainage areas; removes damaged sections of asphalt pavement, fills holes with asphalt patching materials, and ramps or rolls patches; sets concrete forms and assists in finishing concrete; cleans gutters.

- Maintains parks, playgrounds, and other public recreational facilities; prepares athletic fields and other facilities for regular or seasonal use and special events.
- Follows recommended safety practices using appropriate traffic safety devices and equipment.
- Moves, loads, and unloads gravel, dirt, chemicals, and other materials, tools, and equipment.
- Picks up/collects leaves and grass.
- Picks up paper, trash, and other debris on public property and streets.
- Places and removes traffic barricades and cones; acts as flagger at construction sites.
- Performs emergency maintenance and repairs after storms, traffic accidents, or other situations.
- Installs, removes, and maintains street signs and signposts.
- Assists with the installation and removal of festive lights, decorations, and flags.
- Assists with special projects as needed.
- Performs related tasks as required.

Required Knowledge, Skills, and Abilities

- Repair, operation, maintenance, rehabilitation, and construction practices and procedures for facilities and/or services to which assigned.
- The standard methods, materials, techniques, tools, and equipment used in such work.
- The occupational hazards and safety precautions necessary for the proper operation of equipment and conduct for safe work around mechanical, electrical, hydraulic, and heavy equipment.
- The safe use and operation of a variety of common and specialized hand and power tools, vehicles, and equipment required in the work.

Skill in:

- Performing a variety of routine to intermediate level manual labor and unskilled and semi-skilled construction, modification, maintenance, and repair work on assigned systems, facilities, and equipment.
- The safe use, operation, and maintenance of various common and specialized hand and power tools and other equipment used in the area assigned and required for the position.
- Safely operating Town vehicles, obeying all traffic laws, and observing safety regulations.
- Utilizing the principles and techniques of customer service in meeting quality standards and customer satisfaction.
- Communicating, interacting, and working effectively with a wide range of people of diverse ages, backgrounds, and abilities.

Ability to:

- Understand, apply, and utilize safe practices and follow safety procedures, rules, and regulations.
- Keep accurate records and other documentation.
- Understand and follow specific verbal and written instructions and directions.
- Read, write, speak, and understand English to follow safety precautions and work procedures
- Work weekends, holidays, overtime, or stand-by shifts when required, and to respond to emergency service calls when required.
- Perform moderate to heavy manual labor for extended periods, often under unfavorable weather conditions.
- Work under distracting conditions.
- Work from ladders, scaffolding, and aerial/bucket lifts from various heights.
- Work independently with direct or general supervision and to work with supervisors and coworkers using teamwork approaches.
- Fulfill all duties with ethical conduct, individual initiative, creative problem solving, responsive service, and personal integrity.
- Demonstrate professional work habits including reliability, dependability, punctuality, adaptability, creativity, and enthusiasm for the job.
- Interact professionally and cooperatively and establish and maintain productive effective working relationships with supervisors, coworkers, the general public, and all those encountered in the course of work.

Minimum Education and Experience

Education/Training:

- Possession of a High School Diploma, High School Equivalency Diploma, or G.E.D. Certificate; some additional training in the specialized area desirable.
- Minimum of one (1) year of experience in public works, general construction, park maintenance, utilities support, and/or general maintenance.

Certification or License:

- Must demonstrate possession of all competencies, skills, abilities, certifications, and licenses required to advance from the Maintenance Worker I position.
- Possession of a driver's license valid in the State of Maryland with satisfactory driving record.
- Required licenses and/or certifications must be maintained to retain the position; evidence of required license/certification renewal must be presented by the employee to the supervisor on or before the license/certification expiration date.

Work Hours

- Requires 40 hours in a standard workweek; core work schedule based on operational needs of the Department will be 7 a.m. to 3 p.m., Monday through Friday. Some evening, weekend, and holiday work may be required.
- An employee in this “non-exempt” position is eligible for overtime compensation under the provisions of the Fair Labor Standards Act (FLSA) and the City’s personnel regulations.
- The Town of Kensington’s established business hours of operation are 8 a.m. to 4 p.m., Monday through Friday; alternative business/operating hours may be established for a Town facility or department on a case-by-case basis in order to best meet the needs of residents and other customers.

Physical Demands

- While performing the duties of this position, the employee is regularly required to stand for extended periods, walk, sit, climb up/down stairs, ladders, and/or scaffolding, balance, stoop, kneel, crouch, crawl, bend, twist, squat, push, pull, smell, work in high/precarious places and/or confined spaces, negotiate through obstacles and traverse uneven or rough terrain on foot, wade through water, and reach with hands and arms.
- The employee is often required to work with and around construction and maintenance equipment and machinery and to drive on and work in public streets and rights-of-way where the employee may encounter heavy traffic conditions, slippery surfaces, and other distractions while driving.
- Work requires grasping, fingering, feeling, repetitive hand movement, and fine coordination in operating tools, equipment, controls, a computer keyboard, and/or a motorized vehicle.
- The employee performs work of a physically demanding nature on a consistent basis, requiring the employee to lift, carry, and/or move objects or materials weighing in excess of 100 pounds occasionally, weighing in excess of 50 pounds frequently, and weighing in excess of 20 pounds constantly.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly, both in person and by telephone or radio.
- Hearing is required with or without correction to perceive information at normal spoken word levels, to receive detailed information through oral communications, and/or to make fine distinctions in sound, both in person and by telephone or radio.
- Visual acuity is required with or without correction for depth perception, color perception, close vision, distance vision, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arm’s length, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Work Conditions

- While performing the duties of this position, most work is performed in outside environmental conditions (including time spent in a motor vehicle) subject to seasonal temperatures, inclement weather conditions, extreme cold or heat, vibration, hazards, fumes, odors, dust, airborne particles, atmospheric conditions, high and precarious places, confined spaces, dampness/humidity, moisture, and oils. The employee regularly works near moving mechanical parts and is regularly exposed to traffic, construction, and/or dangerous tools and equipment. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.
- Noise level in the work environment is usually loud; the worker may have to shout to be heard above the ambient noise level.
- An employee in this position may wear a prescribed uniform type of clothing and may be required to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, hearing protection devices, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

Special Requirements

- An employee in this classification is subject to random drug and alcohol testing pursuant to the Town of Kensington's Drug-Free Workplace Policy & Alcohol Testing Procedures.