



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

**FOR OFFICIAL USE ONLY**

**Department Head Approval:** \_\_\_\_\_

**Town Manager Approval:** \_\_\_\_\_

**Union Approval:** \_\_\_\_\_

**Civil Service Approval:** \_\_\_\_\_

**Date of Approval:** 26 JAN 2017

### MAINTAINER III/CEMETERY ATTENDANT

Highway Department

#### **General Description**

A Maintainer III performs a variety of moderately skilled tasks in the construction, maintenance and repair of Town roadways, roadsides and other departmental facilities; operates and maintains complex mechanical equipment; works as a moderately skilled mechanic in the ordinary repair of mechanical equipment; does related work as required. Duties will include anything necessary for the success of the Public Works Team.

A Cemetery Attendant is responsible for the layout of grave plots, entering cemetery data and filing cemetery reports and working supervision of all operation, maintenance and construction activities in the cemeteries and parks.

#### **Supervision Received**

Works under the direct supervision of the Working Foreman.

#### **Supervision Exercised**

May supervise and assist subcontractors, volunteers or other employees as assigned.

#### **Minimum Qualifications**

- Graduate of a High School, Trade School or GED.
- Must have a working knowledge of safe and proper methods of equipment, labor and material use in the construction, maintenance and repair of the Street Dept. infrastructure.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to read, understand and interpret moderately complex plans, sketches and specifications.
- Ability to operate the equipment on the attached addendum.
- Ability to establish and maintain effective and professional working relationships with co-workers and the general public.
- Must have good phone and communication skills and present yourself in a professional manner.

#### **Essential Functions**

1. Performs a variety of moderately skilled construction, repair and maintenance activities of Town roadways, roadsides and other departmental facilities, etc. and traffic flagging.
2. May operate heavy equipment in the DPW yard.
3. Maintains and repairs tools, vehicles and equipment as instructed.
4. Follows oral and written instructions, to start and complete projects.

5. Participates in all work carried out by Street Dept. employees which includes, but is not limited to, construction, repair and maintenance of the Street Dept. infrastructure especially cemeteries and parks.
6. Integrally involved in "Winter Operations".
7. Conducts work in a manner that is safe for them self, co-workers and the general public.
8. Performs related duties as assigned by the Working Foreman.

### **Travel**

Travel is primarily local during business hours, although some out of town travel is possible.

### **Additional Eligibility Qualifications**

1. Must have and maintain a Commercial Driver's License (valid in Connecticut). Additional CDL endorsements may be required over time.
2. Must have and maintain considerable physical strength and stamina in order to perform required job duties on an ongoing basis. (Must be able to lift and carry 90 lbs., must be strong enough, agile enough and coordinated enough to dig with hand tools, climb in and out of trucks, equipment, excavations and catch basins and safely navigate jobsites with steep, slippery, uneven terrain for extended periods of time.)
3. Experience in landscaping or excavating is preferred.

### **Work Environment**

This job is primarily outdoor field work (90%), utilizing mental and social skills as well as physical labor either individually or alongside co-workers, volunteers or the general public. The work may involve heights, depths, confined spaces, noise, heat, cold, humidity, wet/muddy, or dusty conditions. Personal protective equipment will be provided.

### **Position Type and Work Hours**

This is a full-time union hourly position. Scheduled and unscheduled day, night, weekend and holiday work will be required. Must be available for emergencies and natural disasters.

### **Other Duties**

Continuing education and training are required.

### **Addendum: Tools and Equipment**

Hand tools, tape measure, level, shovels, rakes, lutes, brooms, pick axe, personal protective equipment.

Compactors, power saws, jack hammers, mortar mixers, brush chippers, air compressors, sprayers, curbing machines, snow blowers, power brooms, vibratory rollers.

Laser levels, pipe camera, basic use of current computer technology.

Roadside mower, municipal dump/plow/sand truck, vac-truck/pipe jetter, street sweeper truck.