



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

JOB DESCRIPTION

Job Title: Maintainer III
Department: Public Works (DPW)
Reports to: Assigned Foreman
Prepared by: Jim Rollins, Director of Public Works
Paul Harrington, Town Manager
Last Amended: August 28, 2023
FLSA Status: Non-Exempt

GENERAL PURPOSE

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.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Performs a variety of moderately skilled tasks in the construction, maintenance, and repair of Town roadways, roadsides, and other departmental facilities.
- May operate heavy equipment at the DPW facility.
- Maintains and repairs tools, vehicles, and equipment as instructed.
- Follows oral and written instructions to start and complete projects.
- Participates in all work carried out by Street Department employees which includes, but is not limited to, construction, repair, and maintenance of the Street Department infrastructure.
- Integrally involved in “Winter Operations.”
- Conducts work in a manner that is safe for them self, co-workers, and the public.
- Supervises contractors, subcontractors, vendors, volunteers, and other employees in the same or lower job classification as assigned.
- Conducts traffic flagging as assigned.
- Attends meetings and trainings as required.
- Performs other related functions as assigned or required.

QUALIFICATIONS

Education and Experience

- High School Diploma or equivalent (GED) at time of hire or ability to attain one within one year of hire with a working knowledge of safe and proper methods of equipment, labor, and material use in the construction, maintenance, and repair of the Street Department infrastructure; or
- Any combination of education & experience that provides equivalent knowledge, skills, and abilities.

Necessary Knowledge, Skills, and Abilities

- Possesses very strong mechanical aptitude and desire to learn and advance in all phases of DPW maintenance.
- 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 as listed in this job description.
- Ability to establish and maintain effective and professional working relationships with co-workers and the public.
- Ability to present self in a professional manner.

The Town of Winchester, CT is an equal opportunity employer.

- Ability to communicate effectively in-person and over the phone.
- Ability to attend scheduled and unscheduled day, night, weekend, and holiday work and respond during natural disasters and emergencies.

Special Requirements

- Must have and maintain a Commercial Driver's License (valid in Connecticut). Restrictions: E, F, G, L, and Z are not acceptable.
- 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).
- Experience in landscaping, excavating, or masonry is preferred.

TOOLS AND EQUIPMENT USED

Hand tools: Shovels, rakes, wrenches, screwdrivers, tape measures, hand saws, tubing cutters, ladders, levels, etc. Power tools: Compactors, power saws, jackhammer, tapping machine, etc. Safety equipment: Safety vests, safety glasses, ear plugs, respirators, hard hats, trench boxes, etc. Basic use of current computer technology: smartphone, tablet, laptop, desktop, navigate software programs, etc. Tech equipment: Pipe camera, multimeter, GPS, etc. Heavy equipment: Commercial dump/plow/sand truck, vac-truck, pipe jetter, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This job is primarily outdoor work (90%), utilizing mental and social skills as well as physical labor either individually or alongside co-workers. The work may involve heights, depths, confined spaces, noise, heat, cold, humidity, wet/muddy, or dusty conditions. Personal protective equipment will be provided. 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 and other large equipment, and safely navigate stairs and jobsites with steep, slippery, uneven terrain for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in-person and over the telephone. Must have ability to bend and reach to retrieve and replace files. Must be able to enter information accurately into the computer and maintain records. Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus to inspect documents, read instructions, and verify information. Required to drive to other town offices and sites under possible adverse weather conditions.

DISCLAIMER

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Winchester and the employee and is subject to change as the needs of the Town and the requirements of the job change. Employees are governed by the Town's Personnel Policies and their contracts.