OPEN OPPORTUNITY

FOR

MAINTAINER II

$27.31 hourly

POSITION DUTIES

Under the direction of the Operations Manager – Physical Services, the Maintainer II has the responsibility of operating light and heavy trucks and equipment, including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles. Also requires operating hand tools, power tools, chainsaws and jackhammers.

MINIMUM QUALIFICATIONS

Must have a High School Diploma or GED with 2 years' experience of construction and heavy vehicle driving; including experience in operating varied types of trucks and light equipment. Possession of a valid Commercial Driver's License (CDL) Class B with airbrakes endorsement; Commercial Driver's License (CDL) Class A with airbrakes endorsement Class A preferable.

SELECTION PROCESS

The examination may consist of a rating of the training and experience as contained on the application, a written test, an oral test, a practical examination or any combination of the aforementioned. All parts of the examination, including tests and ratings, will be related to the requirement of the position.

Candidates will need to pass a written exam to proceed to the oral board interviews. Candidates who pass the oral board interviews will proceed to a practical examination. Candidates must pass all phases of the practical examination to continue in the recruiting process.

Written examination - date to be determined
Oral examination – to be determined
Practical Examination – to be determined
Candidates will be notified of dates, time and locations.

APPLICATIONS

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and **must be submitted to Human Resources along with a resume, cover letter** and a **legible copy of a valid Commercial Driver's License** no later than Tuesday, May 21, 2019. Applications are accepted ONLY by mail or in person.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

Posted: 4/29/19

TOWN OF BLOOMFIELD
MAINTAINER II/FIELD OPERATIONS

Department: Public Works/Physical Services Non-Exempt Grade: PW-6

Position Purpose:

The purposes of this position are to be responsible for the safe and efficient operation of light and heavy vehicles and power equipment on assign projects or activities of a public services nature which may entail road and sidewalk construction and maintenance; storm water systems maintenance and construction; maintenance of parks and school and town facility grounds; tree work and road side mowing, etc., as needed. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles. The Maintainer II/Field Operations is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of the Operations Manager/Physical Services following professional standards, procedures and policies. Receives instructions from Crew Chief/Field Operation

Supervision Given: None

Job Environment:

Work is performed in a garage, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles. Also requires the operation of hand tools, power tools, chainsaws and jackhammers. Occasionally uses a transit equipment to measure for a project and operates backhoe and front-end loader at public works garage

Makes occasional contacts with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other town departments. Makes occasional contact with vendors or construction contractors. Communication is frequently in person

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town facilities and potential liability.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs parks and grounds maintenances and construction such as: mowing of grass, weeds and brush; rakes and picks up leaves and other debris; Clears culverts, drains, roads, ditches, and hydrants; maintains parks, open spaces, cemeteries, school grounds, playing fields, tennis and basketball courts and other grounds including trash removal; prepares playing fields for scheduled games.
- Performs manual and machine assisted maintenance, repair and construction work of roads, sidewalks, curbs, storm water systems, catch basins and drainage ditches, etc.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Spreads sand, gravel and asphalt. Lays asphalt and patches streets.
- Digs and moves materials with hand tools, wheelbarrows, forklift and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations.
- Performs heavy labor and various unskilled and semi-skilled tasks essential to municipal operations and public service and assisting other departments as needed moving furniture, handle evictions, stock food bank, move voting machines, etc. Use a wide variety of power, pneumatic and hand tools.
- Assists with preparing, maintaining and performing job site and work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, clean and washes vehicles and equipment reports problems to mechanics.
- Performs set up and take down labor for numerous citywide events including at, parks, school or town facilities.
- Performs minor building maintenance tasks at public works garage such as painting, light carpentry, etc.
- Performs tree trimming and removal of trees as needed

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Provides trash removal services at town facilities and properties as needed
- May operate Trailer if have class A license
- Use of transit to set up projects
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with 2 years of construction and heavy vehicle driving experience; or any equivalent combination of education, experience and training

Special Requirements:
Must have and maintain: Commercial Drivers License (CDL) Class B with airbrakes endorsement.
Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the safe practices of driving heavy vehicles; working knowledge of road and/or storm water construction; knowledge of proper tools to use for different public works maintenance or construction jobs; working knowledge of park and playfield maintenance; working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment.

Ability: Ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours and perform physical labor is necessary; ability to deal effectively and maintain working relationships with town employees; ability to understand policies and procedures.

Skill: Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools; aptitude for working with people and maintaining effective working relationships with various groups.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration			X	
Other-Road Traffic				X
Other-Emergency storms			X	
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/Grip				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing				X
Other-Driving				X
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X__ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X__ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies

Design - Demonstrates attention to detail.

Problem Solving - Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Strives to continuously build knowledge and skills.

Customer Service - Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment~free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Strategic Thinking - Understands organization's strengths & weaknesses

Judgment - Exhibits sound and accurate judgment.

Planning/Organizing - Uses time efficiently.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Monitors Own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.

Initiative - Asks for and offers help when needed.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.