

**JOB TITLE:** Maintenance Employee **FLSA:** Non-Exempt  
**DEPARTMENT:** Public Works, Lands & Safety  
**DATE:** March 24, 2021  
**REPORTS TO:** Mayor, Town Clerk and Public Works, Lands & Safety

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*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

**SUMMARY OF JOB PURPOSE:**

This is an unskilled position that involves operating equipment and performing manual labor to participate in the completion of assigned projects under the direction of the Public Works, Lands & Safety.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs a variety of grounds maintenance work within Town such as cultivating, pruning, spraying and trimming; cuts grass and weeds with hand tools and power mowers.
- Performs routine maintenance work such as filling equipment with gas, checking oil, sharpening mower blades and other related work.
- Assists in the maintenance and repair of building and equipment: inspects equipment for safety and makes repairs as needed.
- Performs routine maintenance on new and existing traffic control devices such as installing, repairing and replacing traffic signs and posts.
- Pressure washes Town facilities and sidewalks as directed.
- Mows Town rights-of-ways.
- Maintain boardwalks.
- Trash pickup and collection.
- Record daily tasks in logbook.

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of power and hand tools used in work.
- Ability to perform heavy manual work for extended periods of time in all types of weather.
- Ability to understand and carry out simple oral instructions. Ability to operate light equipment and vehicles in a safe and efficient manner.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Position is 100% field time. Lifting demands could be 50 pounds +/- for a short duration. Walking, jumping and balance are required.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

**Employee is contracted through South Alabama Regional Planning Commission  
(SARPC)**