

Town of Munster, Indiana Position Description

Title:	Maintainer II Street Division	FLSA Status:	Non-exempt
Department:	Public Works	Position Status:	Full Time
Grade:	2	Pay Range:	\$17.81hr – \$28.56hr

Purpose of Position

The purpose of this position is to maintain and repair Public Works utilities and Town infrastructure. The work is performed under the direction of either; the Street Division or Water/Sewer Division Crew Leader, or the Superintendent of Operations in either of the Crew Leader's absence.

Essential Duties and Responsibilities

The following duties are normal for this position but are not to be construed as exclusive or all-inclusive as other duties may be required and assigned. Positions are assigned to either the Street Division or the Water/Sewer Division, but seasonal demands or emergent priorities often require sharing crews between Divisions to achieve Department goals. Therefore, cross-training and utilization between Divisions is to be expected.

Water/Sewer Division

- Maintains and repairs potable water storage/distribution system, storm water system and wastewater collection/distribution systems; rebuilds and repairs catch basins; installs and repairs water mains, valves, meters, hydrants and sewers. May read water meters and take water samples.
- Sweeps Town streets.

Street Division

- Maintains and repairs streets; patches potholes, seals cracks, lays and repairs asphalt, etc.
- Maintains buildings, facilities and grounds. May perform electrical, plumbing or HVAC maintenance for buildings. Mows grass, blacktops, chips wood, maintains parkways, seasonally picks up leaves and fogs/treats for mosquito control.
- Performs urban forestry tasks to the public tree canopy such as pruning, spraying and felling of trees.
- Performs sanitation and recycling functions; drives assigned routes to collect garbage and recyclables.
- May assist with work in the Sign Shop; makes and repairs signs; orders sign materials; installs signs.

Both Divisions

- Performs snow and ice removal/treatment functions
- Maintains availability on call to respond to emergency situations.
- Maintains, operates and performs minor repairs on equipment and tools.
- Must be safety oriented and able to adapt quickly to changes in work assignments.

- Must be trainable to operate proficiently heavy construction and maintenance equipment as assigned that might include: backhoe, front-end loader, vactor truck, sanitary line inspection camera, heavy roller, wood chipper, trailers and other heavy equipment and tools.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Must speak, read and write fluent English. High school diploma or equivalent with vocational/technical training and two to three years of public works maintenance, construction and repair experience, landscaping/tree maintenance experience or skilled carpentry, electrical, plumbing, masonry, and painting work or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Position requires acquisition & ongoing renewal of a valid Indiana Commercial Driver's License Class B (or greater CDL license) with tanker endorsement.

Position may require becoming registered as a registered technician (RT) through the Office of the Indiana State Chemist in order to apply pesticides under off-site supervision of a certified applicator within the Public Works Department possessing an Indiana Pesticide License: in Category 6 - Industrial Weed Management and/or in Category 8 - Community-Wide Mosquito Control.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as work orders, permits, maintenance reports, maps, MSDS, parts manuals, catalogs, blueprints, drawings, standards, technical operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director, Superintendent, Crew Leaders and all Department personnel, other Town Departments, vendors, contractors, equipment/vehicle operators and the public.
- Requires basic skills in computer use.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as heavy vehicles, trucks and equipment, hand, power and

hydraulic tools, sewer televising equipment, generators, safety equipment, and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating vehicles and equipment.
- Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, up to 100 pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions that require exposure to environmental factors such as, but not limited to: temperature and noise extremes, machinery, heights, smoke, dust, pollens, strong odors, disease pathogens, chemicals, bright lights, traffic hazards, uneven terrain or confined spaces. This exposure may cause some discomfort and presents a risk of injury.

The Town of Munster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date