

**VILLAGE OF CLAYCOMO
CLAYCOMO, MISSOURI**

TITLE: Public Works Maintenance Worker

SUMMARY:

The Public Works Maintenance Worker shall perform various construction, repair, maintenance, and operation activities in the Village.

TRAINING AND EXPERIENCE:

To function as the Public Works Worker, and individual should possess the following:

- A valid driver's license.
- Effective time and resource management skills.

GENERAL DUTIES AND RESPONSIBILITIES:

In addition to previously mentioned qualifications, the Public Works Maintenance Worker also has the following responsibilities:

PRIMARY DUTIES:

Carry out the day-to-day operational activities for construction, repair and maintenance of Village facilities, equipment, and grounds in a professional and ethical manner.

SPECIFIC DUTIES:

- Repair and maintain Village owned buildings, parking lots, grounds, public easements, and rights-of-way to include street and safety signage.
- Perform various landscaping duties such as mowing grass, weed cutting, planting, maintaining and removal of trees and shrubbery, building and repairing fences, removing litter, and applying herbicides, pesticides and fertilizers as needed.
- Perform general and preventative maintenance, as needed, to keep assigned equipment in good working condition; inspect equipment; check fluid levels; replace fluids, grease equipment, wash and clean equipment; monitor equipment operations to maintain efficiency and safety; report faulty equipment.
- Operate a variety of equipment and machinery to complete tasks; utilize mechanical, finishing, grading, various power tools and other hand tools and equipment as needed to complete essential functions.
- Communicate well with supervisor, coworkers, other departments, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, and resolve problems.
- Perform other related duties as required.

ADHERENCE TO POLICIES AND EXPECTATIONS:

In addition to the duties and responsibilities outlined above, the Public Works Maintenance Worker shall be evaluated on the following:

- Has knowledge of and follows all Village policies and procedures.
- Works independently; seeks guidance as necessary for performance of duties with low absenteeism.
- Observes policies as related to, requests of time off and notification of illness or absence.
- Reports to work in a timely manner.
- Uses time efficiently while at work.

HOURS OF OPERATION:

This is a part-time position. Hours are 8:00 am to 1:00 pm, Monday through Friday, as needed.