

TOWN OF OSSIAN

TITLE:

GENERAL MAINTENANCE EMPLOYEE

JOB OBJECTIVE:

Employee is to perform a variety of custodial and maintenance duties in order to maintain and repair Town facilities, equipment, property, streets, parks, water & sewer utilities. Employee reports to the Town Manager.

ESSENTIAL FUNCTIONS:

- Maintain equipment in a safe and clean manner and repair as needed.
- Maintain Town buildings, land and facilities as directed.
- Maintain, mow, repair and prepare Town's parks and ball diamonds as directed.
- Assist in reading meters monthly for billing as directed.
- Perform general cleaning, including street cleaning.
- Perform lawn care & weed removal duties as directed.
- Perform trash removal.
- Perform leaf pick up duties.
- Perform snow removal, including operating snow plow.
- Perform essential daily duties at water and wastewater departments as directed.
- Perform daily rounds as directed.
- Wash, maintain, restock and fuel equipment as needed.
- Clean, repair and replace storm, water and wastewater lines as directed.

OTHER DUTIES:

Duties not inconsistent with the general types of duties described herein may be assigned. All employees of the Town of Ossian are expected to perform tasks as assigned by the Town Manager or the Department Heads as assigned regardless of job title or routine job duties.

SKILL AND KNOWLEDGE:

Equipment:

Employee must have ability to use or learn how to use (1) department machines, including but not limited to: grinder, taps and dies, chain hoist, welder, jackhammer, compressor, portable pump; (2) a variety of hand tools, including but not limited to: carpenter tools, transits, concrete formers, rake, plumbing tools, shovels, spades, broom, valve box wrench, sledge, picks, cutters, saw, paint brushes; (3) vehicles and equipment, including but not limited to: backhoe, dump trucks, salt spreader, snow plow, street sweeper, lawn mower, pesticide sprayer, trimmer, tractor; (4) mechanical devices, including but not limited to: hoist, winches, pumps, switch boxes, blowers, drills, and battery charger; (5) a variety of electronic devices, including but not limited to: computers, telephone, office equipment, ultrasonic flow meter, O2 meter, ammonia

meter, lab balance, PH meter and control center; and (6) other equipment necessary to perform job functions.

Critical Skills/Expertise:

- Working knowledge of department policies, procedures, practices, guidelines, and methods related to and governing job functions.
- Working knowledge of ordinances and state/federal laws, standards, and regulations relating to and governing job-related functions.
- Working knowledge of mechanics, carpentry, welding, janitorial and maintenance pertaining to job functions.
- Knowledge of the safe use and storage of cleaning chemicals and solutions pertaining to job functions.
- Ability to organize and use time effectively.
- Ability to listen to others, communicate effectively orally.
- Ability to use conflict resolution skills when needed.
- Ability to work well either independently or as a member of a team.
- Ability to perform strenuous work in varying weather conditions.
- Ability to legally and safely operate department vehicles and equipment.

Job Standards and Required Education and Licensure:

- High School diploma or Equivalent
- Valid driver's license.

Desired but not Required Licensure

- DSS & WT2
- Wastewater II
- Indiana Pesticide Commercial Pesticide Category RT License

RESPONSIBILITY:

Employee is responsible to perform relatively standardized duties and receives general guidance in following established practices and clear-cut policies. Employee must be aware that errors that may occur in the normal course of duties may cause delays in work or financial losses with respect to materials, equipment, and/or man-hours.

PHYSICAL EFFORT:

Physical Requirements:

Individual must be able to lift up to eighty [80] pounds occasionally, and/or up to fifty [50] pounds frequently, and/or very minimum amount of force constantly to move objects.

Physical Activity:

Individual must be able to perform duties that require climbing, jumping, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, feeling, hearing, and performing repetitive motions.

Visual Activity:

Individual must be able to perform work which requires precision testing, operating vehicles and equipment, making observations, repairs, and cleaning, all of which require normal eyesight.

WORK ENVIRONMENT:

Job Location:

Individual will perform duties both inside and outside (without effective protection from the weather) and may be exposed to (1) temperatures below 32 degrees and/or above 100 degrees for periods of more than one hour; (2) noise (enough noise to cause individual to shout in order to be heard); (3) vibrations; (4) hazards which include but are not limited to, a variety of physical conditions such as working close to moving mechanical parts, electric current, high places, working in confined spaces, exposure to high heat; (5) atmospheric conditions which include but are not limited to fumes, odors, dusts, mists, gases, chemicals and/or poor ventilation affecting the respiratory system or the skin; and (6) oil and chlorine.

Safety Equipment:

Individual is required to wear and use the following safety equipment in the performance of duties as appropriate: safety belts, hard hat, safety glasses, ear plugs, safety shoes, shoring, barricades, gas masks, and trench boxes.

JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT

This job description is a general description of job functions. It is not intended to be an employment contract, nor is it intended to describe all duties someone in this position may perform.