

JOB TITLE: Maintenance Worker 2  
DEPARTMENT/DIVISION: Maintenance Department  
REPORTS TO: Public Works Supervisor

### **GENERAL JOB RESPONSIBILITIES**

Perform maintenance activities within the Borough and operate vehicles, machinery, and utilized in such activities. Perform, janitorial, trash, house keeping functions, and other duties assigned. Knowledge of basic municipal maintenance and facility cleaning; maintenance needs analysis, including materials, supplies and equipment needs; project/activity labor, equipment, and project execution; Ability to troubleshoot problems while in the field; effectively respond to comments, complaints, or concerns of the general public; provide data for reports and maintain records. Execute desired work objectives; perform a variety of manual labor functions and operation of municipal maintenance equipment.

### **SPECIFIC JOB RESPONSIBILITIES**

1. Ability to perform hard manual labor using shovels, picks, hand and power tools and similar equipment and use cleaning supplies and equipment.
2. Ability to skillfully use basic building and grounds maintenance equipment.
3. Ability to operate basic equipment to trim trees, shrubs, and perform other landscaping functions.
4. Safely and effectively operate pickup trucks, snow removal trucks and equipment, dump trucks, leaf collection equipment, and street maintenance equipment.
5. Clearly communicate ideas and information, both verbally and in writing, to Supervision and other employees. Receives information through active listening and asks appropriate questions to ensure thorough understanding. Speaks politely and demonstrates poise and professionalism in public discussions.
6. Expedites customer interaction quickly and accurately. Provides Supervision with vital and accurate information and makes suggestions and referrals to the Public Works Supervisor.
7. Ability to work independently, following Borough policies and procedures.
8. Demonstrates a sound understanding of municipal government, knowledge of current issues in municipal services and programs, and ability to learn new ideas and technologies with appropriate instruction.
9. Applies creative problem-solving toward meeting Borough goals and follows through with solutions.
10. Makes decisions based upon sound reasoning, knowledge of Borough policy and understanding of good work practices in a safe environment.
11. Uses discretion in speech and action.

12. Maintains a safe, hazard-free work area and demonstrates an awareness of potential public or staff safety issues. Follows Mifflinburg Borough regulations for handling emergencies, and adheres to security guidelines for access to buildings, work areas, and confidential information.
13. Ensures safety practices are used in performance of job duties.
14. Provides information for a variety of reports and records which may include: job costs, materials used, time sheets, project schedules, meter readings, and other data regarding work.
15. Monitors project/activity progress insuring timely completion of work, Participates in work in progress, follows procedures applied and adjusts as circumstances indicate; and communicates such to Supervisor.
16. Performs other duties as assigned.

### **REQUIRED CREDENTIALS**

1. Earned high school diploma or GED.
2. Have three (3) years proven work experience in municipal public works including skills in utility, street, storm water and public property maintenance, of which (1) year is in direct municipal maintenance work in the Borough.
3. Equivalent combination of education and experience may be considered.

### **REQUIRED PHYSICAL AND MENTAL CAPABILITIES**

1. Ability to understand complaints and deal with the public in a courteous fashion.
2. Ability to perform lifting of objects weighing as much as 100 lbs.
3. Ability to remain on one's feet while working for periods as long as 5 hours.
4. Ability to perform hard manual labor.
5. Ability to climb and descend from stairs and ladders as high as 40 feet.
6. Ability to perform work on elevated structures and in confined spaces.
7. Ability to bend, reach, and squat to perform operations and maintenance tasks.
8. Ability to speak, write and understand the English language.
9. Ability to hear and communicate on the telephone, 2-way radio, and in person.
10. Ability to view operations and maintenance reports and documents.
11. Ability to perform mathematical calculations and solve geometric equations.
12. Ability to work overtime hours as assigned by management.