

**Town of Upper Marlboro
Job Description
Public Works Department**

Title: Maintenance Worker I

Nature of Work: Your job as a Maintenance Worker I (MWI) for the Town of Upper Marlboro is to perform a variety of tasks requiring manual labor, unskilled and semi-skilled labor in aid of the Public Works Department's mission. The mission of the Town's Public Works Department is to maintain and enhance, to a high standard, the Town's real property, infrastructure, buildings and equipment as well as the pick up and disposal of trash. You must have a valid state drivers license with a safe driving record. You will be supervised by the Public Works Superintendent or a Maintenance Worker II.

Illustrative Examples of tasks you will be asked to perform according to your skill level:

Grounds maintenance including: planting, removal and maintenance of trees, shrubs and flowers; mowing; leaf raking, snow and debris removal using motorized and hand tools.

Building maintenance including: cleaning, painting, minor repairs and minor construction.

Infrastructure maintenance including: cleaning, trash pick up, snow removal and repair/maintenance of streets and sidewalks.

Preventative maintenance, cleaning and repair of the Town's equipment.

Operate motorized equipment including vehicles.

Pick up and disposal of trash, bulk trash, leaves and branches as required by Public Works Department.

Other duties as assigned in support of the Town functions.

Required Knowledge, Skill and Abilities

Your job requires a working knowledge of the operation of the trucks, equipment and special tools and techniques pertinent to the tasks required; Good knowledge of occupational hazards and safety precautions, and knowledge of Town's policies.

Must practice skilled and safe operation of vehicles and other equipment both motorized and hand-operated.

Possess ability to relate well to peers, supervisors and public. Understand and follow oral and/or written instructions and policies. Can perform manual labor for extended periods often under adverse weather conditions. Can safely lift and carry 50 pounds for a distance of at least 20 feet. Demonstrate ability to learn new skills.