



JOB DESCRIPTION

JOB TITLE: Maintenance Aide I

JOB CODE: 2600

DEPARTMENT: Town of Gardnerville

FLSA STATUS: Non-Exempt

REPORTS TO: Maintenance Specialist II

SUMMARY OF JOB PURPOSE

Maintains and repairs property of the Town of Gardnerville by performing a broad range of maintenance and repair duties.

ESSENTIAL FUNCTIONS

1. Assists with a variety of building maintenance and custodial tasks, including cleaning of walls, floors, windows, and restrooms; cleans up spills and unsanitary conditions when they occur; ensures compliance with OSHA regulations.
2. Assists with the maintenance of Town storm drain systems, streets, curbs, gutters, and sidewalks; assists with repair and replacement of traffic control markings and devices as needed; sprays weeds as needed in the Town parks; performs other street maintenance, including painting curbs and pothole patching.
3. Assists in grounds keeping maintenance in the Town parks and facilities by mowing, trimming, edging, raking, and fertilizing lawn; performs snow removal duties as necessary; conducts other outside maintenance tasks, including repair or installation of sprinkler and drip systems.
4. Assist with the collection of solid waste from commercial and residential routes and transports collected waste to an approved site; ensures accurate records are kept for billing purposes and utilizes proper safety precautions in all work performed.
5. May assist with routine servicing and maintenance of equipment, including mowers and other various gas and diesel powered equipment and power tools.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No minimum education; must have the ability to understand and follow instructions and learn new skills; previous experience and/or knowledge of general building or ground maintenance methods preferred.

LANGUAGE SKILLS

Ability to read and comprehend documents such as safety rules, work orders, and repair manuals; ability to read and write short correspondence and work reports; ability to speak effectively with customers and small work groups.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of grounds keeping methods; knowledge of street maintenance methods and techniques; ability to operate a wide variety of power and hand tools; and knowledge of the proper operation of street maintenance equipment such as compactor plates, jack hammers, and air compressors.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb, balance and stoop, kneel, crouch, or crawl; must frequently lift and/or carry up to 60 pounds and be able to operate multi-functional heavy equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high and precarious places, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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