



**Effective Date: January 1, 2020**

**Organization:** City of Barre, Vermont, USA  
**Position Title: DPW Maintenance Technician C**  
Water, Wastewater and Street Divisions  
**Department:** DPW  
Pay Grade: 4  
**Supervisor:** Director of Public Works or their designee

Salary \$20.68 – 22.60

### Summary/Objective

The Department of Public Works Maintenance Technician C assists the Public Works Director and Assistant Public Works Director in the maintenance of the Water Treatment and Wastewater Treatment facilities and other DPW maintenance. In addition, the incumbent should expect to be assigned to assist in the Public Works Garage with general automotive and equipment maintenance tasks.

### Essential Functions

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

1. Perform assigned elements of a preventative maintenance program and log actions for each facility and assigned tasks as required. Assist with completion of facilities improvements. Routine execution of scheduled preventative maintenance will be supplemented with specific assignments for increasing knowledge and responsibility. Participates in expansion of the maintenance program to new or existing equipment not currently enrolled.
2. Performs typical maintenance and repairs to support the operations of the facilities including equipment service and repair not included in preventative programs. Repairs will be evaluated by plant operations staff or Assistance Public Works Director with routine feedback. Some fabrication of metalwork may be required. Disassembly and reassembly of powertrain components including separation of electrical motors, gearboxes, drive assemblies and large frame equipment will be completed with assistance as needed.
3. Performs general automotive maintenance under the supervision or cooperatively with the DPW Mechanic. Majority of the work will be focused on oil changes, lubrication, tire maintenance and completing routine service of cars, trucks, light and heavy equipment.

4. Works to detect and report defective materials, parts or questionable conditions to the Mechanic, Chief Operator or Division Foreman. May use specialized equipment with training to ascertain parts requiring service or replacement.
5. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
6. Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, power transmission systems, pneumatic tools, conveyor systems, following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
7. Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.

### **Necessary Knowledge, Skills and Abilities**

1. High school or technical school education and either: one year of mechanical/HVA or related fabrication experience or 18 months of construction or automotive work combined.
2. Possess a Valid CDL in good standing or be able to obtain within 6 months of hire date.
3. One or more years of relevant experience with a combination of the following skills; carpentry, plumbing.
4. Ability to troubleshoot complex electrical and mechanical systems.
5. Basic knowledge of communications or industrial electricity.
6. Ability to read and understand blueprints and related specifications and codes on written materials.
7. Knowledge of carpentry and construction.
8. Understanding of plumbing, and HVAC.
9. Knowledge of welding and fabrication
10. Moderate levels of English reading, writing, speaking, and comprehension.
11. Moderate levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
12. Positive attitude, strong work ethic, ability to work under pressure, and be a fast learner
13. Ability to work as a contributing member of a work team or environment
14. Safe use of hand and power tools including lifting devices.
15. Complete a methodical approach to solving problems with note taking or recordkeeping
16. Working knowledge of light and some heavy equipment operating principles, practices and procedures
17. Ability to follow written and oral instructions
18. Ability to establish and maintain effective working relationships with other employees and the public
19. Ability to communicate effectively, both verbally and in writing.
20. Ability to learn the Microsoft Office Suite (Excel, Word and Outlook)

## Competencies

1. Must have a valid Vermont Commercial Driver License or the ability to obtain one within 6 months of hire.

## Supervisory Responsibility

This position has no supervisory responsibility.

## 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.

<b>PHYSICAL ACTIVITY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Employee is responsible for wearing and maintaining personal protective equipment.</li> <li>• This job requires the ability to stand for extended periods of time.</li> <li>• This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).</li> <li>• This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible characteristics including abnormal sounds from mechanical equipment, warning devices from trucks and equipment and hazards present or common to the work area which are detectable by hearing.</li> <li>• Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.</li> <li>• Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.</li> <li>• Work frequently occurs in confined areas.</li> <li>• The noise level in the work environment is sometimes loud.</li> </ul>			
<b>Primary Physical Requirements</b>		<b>Other Physical Requirements</b>	
<b>Lift up to 10 lbs.:</b>	Performed regularly	<b>Twisting:</b>	Occasionally performed
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed occasionally	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	Performed rarely	<b>Squatting:</b>	Occasionally performed
		<b>Kneeling:</b>	Occasionally performed
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	NA
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Performed frequently	<b>Balancing:</b>	Occasionally performed
<b>Carry over 50 lbs.:</b>	Performed occasionally	<b>Work Surfaces</b>	

<b>Reach above shoulder height:</b>	Occasionally performed		
<b>Reach at shoulder height:</b>	Performed frequently	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach below shoulder height:</b>	Performed frequently	<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Hand Manipulation</b>		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**Position Type/Expected Hours of Work**

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

**Travel**

Local travel may be required between facilities, public works garage, job sites or to vendors may be required. Personal vehicle may be required...

**Additional Eligibility Qualifications**

None required for this position.

## **Work Authorization/Security Clearance (if applicable)**

Must be authorized to legally work in the United States  
Must be able to get to and from work on a consistent basis

## **AAP/EEO Statement**

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_