

# Town of Nolensville

## Job Description

**Job Title: Public Works Worker I**  
**Reports To: Public Works Director**  
**Supervises: None**  
**FLSA Status: Non-Exempt**  
**Approved Date: October 27, 2015**

### I. Purpose of Job

Maintains roadways and right-of-ways, Town Buildings and grounds.

### II. Essential Job Duties

#### A. Performs Building and Grounds Maintenance

- Performs custodial tasks, window washing, etc.; removes trash.
- Performs grounds and parking lot maintenance.
- Performs maintenance of irrigation systems, interior/exterior lighting, and security and safety equipment.
- Performs routine plumbing, electrical, and HVAC maintenance.

#### B. Performs Road and Right-of-Way Maintenance

- Identifies road hazards.
- Performs maintenance on drains and pot hole repairs.
- Performs maintenance of "Safe Way to School".
- Performs clean-up/removal of debris.
- Installs/removes of signs.
- Performs mowing/trimming of ROW.

#### C. Provides Public Safety/Loss Prevention Assistance

- Responds to emergency calls concerning hazardous situations; closes roads when necessary – sets up detours; clears debris from roadways during severe weather; directs traffic.
- Responds to building maintenance emergencies.
- Assists in maintaining building security, including removal/restraint of disorderly citizens.
- Responds to 911 emergency calls when requested.
- Supplements Police staffing in case of absences or special events.

#### D. Assists with Meetings and Special Events

- Opens/closes building for events.
- Sets-up and tears down for Town Hall meetings, Court sessions, and special events; assists with event clean-up.
- Assists with set-up of foot and vehicle traffic routes, barricades, cones, etc., for events.
- Sets up PA system and equipment for recording BOMA meetings and Court sessions.
- Provides Court or event security as needed.
- Posts public announcement signs.

### **III. Other Job Duties**

Performs other job duties as assigned, including:

- Delivers packets to Planning commission members.
- Removes code violations when appropriate.
- Delivers and retrieves vehicles for maintenance by dealers/repair shops.

### **IV. Primary Job Challenges**

Primary challenges of this position include:

- Lack of availability of broad range of tools.
- Changing priorities during work day; systematically tracking maintenance requests.

### **V. Equipment Operated**

Tractors, light trucks, bucket truck, blowers, line trimmers, asphalt repair equipment, hand tools, computer, telephone.

### **VI. Key Competencies Required**

#### **Job Content Knowledge**

Basic knowledge of public works equipment operation and maintenance is required. Basic understanding of plumbing, electrical, and HVAC operation and maintenance is required.

#### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

#### **Teamwork**

Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

## VII. Physical Demands and Work Environment

**Physical Demands:** Performance of the essential duties of this job requires the incumbent to:

- Frequently stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- Regularly walk, use hands to finger, handle, or feel, and talk or hear.
- Occasionally taste or smell.
- Regularly lift up to 10 pounds.
- Frequently lift up to 50 pounds.
- Occasionally lift up to 100 pounds.

**Work Environment:** Performance of the essential duties of this job requires:

- Occasional exposure to wet or humid conditions (non-weather).
- Frequent work near moving mechanical parts
- Occasional work in high, precarious places
- Occasional exposure to fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Regular exposure to outdoor weather conditions
- Occasional exposure to risk of electrical shock.
- Frequent exposure to vibration.

The work environment is loud (examples: metal can manufacturing department, large earth-moving equipment).

## VIII. Qualifications

**Education and Experience:** The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a high school diploma plus six to twelve months of general building and grounds maintenance or related experience, or an equivalent combination of education and experience are required.

### **Required Certifications/Licenses:**

Flag Certification