

TOWN OF LEO-CEDARVILLE

JOB DESCRIPTION

Approved Title: MAINTENANCE ASSISTANT	Effective Date:	Weekly Hours: Part-Time
Appointing Authority: Town Council	Immediate Supervisor : Town Maintenance Person	FLSA Code: Non-Exempt

I. Purpose of the Position: The Maintenance Assistant is responsible for assisting the Town Maintenance Person in the maintenance and upkeep of all buildings and equipment of the Town of Leo-Cedarville.

II. Essential Functions:

Assisting the Full time maintenance person with:

- **Road repairs;**
- **Street Sweeping;**
- **Gutter and stormwater drain cleaning;**
- **Filling potholes;**
- **Removal and disposal of dead animals in the roadways;**
- **Installation, maintenance and repair of signs;**
- **Mowing and applying fertilizer;**
- **Planting, fertilizing, applying mulch, watering and other landscaping;**
- **Maintenance and repair of town vehicles;**
- **Pick up and deliver trash bins to residents;**
- **Special event set-up and clean up;**
- **Traffic control and safety at public events as needed;**
- **Minor repairs to Town owned facilities and equipment;**
- **Operate a Leaf vac;**
- **Drive the Town Truck;**
- **Operate Town Equipment;**
- **Clean and service vehicles, equipment and tools used in the performance of duties;**
- **Maintain supplies on Town Property;**
- **Ensure Town compliance with various safety regulations and codes such as IOSHA, Fire Marshall, Health Department, and Building Codes;**
- **Perform other maintenance duties as assigned by Town Maintenance Person.**

III. Required Qualifications:

- **Age 18 or older**
- **Valid Commercial Driver's License**
- **High school diploma, GED, or other equivalent degree;**
- **Basic knowledge of tools and equipment used by Town Maintenance Person;**
- **Experienced in the use of tools and equipment;**
- **Basic mechanical understanding;**
- **Basic electrical understanding;**
- **Familiarity with Building Codes, Fire Marshall Regulations, IOSHA Regulations, and other safety regulations applicable to Town operations;**
- **Ability to walk and stand frequently and for long periods of time;**
- **Ability to lift up to 50 pounds on a frequent basis;**
- **Ability to lift up to 75 pounds on an occasional basis;**
- **Ability to stoop, crawl, bend, and climb ladders on a frequent basis;**
- **Ability to work in outside weather conditions in all seasons and all conditions;**
- **Ability to communicate effectively and to follow spoken and written instructions.**

Approved by the Leo-Cedarville Town Manager:

Date

Peggy Garton