



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Maintenance Specialist I</p> <p>Classification-Series: Maintenance Specialist I</p> <p>Occupational Grouping: Labor & Trade Services</p> <p>Organizational Unit: Community Services Department</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Non-Exempt, Regular FT 40 hrs/wk</p> <p>Union - Grade: AFSCME - 15</p> <p>Primary Job Location: Pine Hill Cemetery</p>
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JOB SUMMARY:. Performs skilled and semi-skilled tasks in many phases of year-round maintenance and construction of recreation areas, buildings, and facilities, and cemetery grounds. Maintains and replaces street and traffic signals and signs. Performs Pool Maintenance Specialist duties as needed.

ACCOUNTABILITY: Works under the direct supervision of the Landscape Supervisor/Arborist, or other higher-grade employee who assigns work, reviews work in progress and/or completion, and provides instructions as necessary. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED: May direct seasonal employees as needed.

TYPICAL EQUIPMENT USED: Hand and power lawn and landscaping equipment; electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for building, tree and grounds maintenance; carpentry, painting, plumbing, electrical, and cement finishing tools; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, test kits, etc.; custodial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment; light and heavy vehicles;

TYPICAL WORK ENVIRONMENT: Inside: 10% Outside: 90%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Mow and maintain cemetery, park, open space areas, and athletic fields; mow weeks; clean and maintain tennis courts and nets; maintain irrigation and drainage systems and assist in the repair and installation of irrigation lines and heads.
2. Drag and line ball fields for games.
3. Assist in the maintenance of municipal swimming pools. Maintain and repair the pool filtration systems. Check chemical levels and balance. Backwash filters.
4. Perform minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
5. Perform custodial work such as required and assigned.
6. Perform routine maintenance on lawn and power equipment.
7. Plant lawns, trees, shrubs and flowers.
8. Carry out the seeding, fertilizing, top dressing, soil conditioning, watering and the pest and weed control of the City's cemeteries, parks, open spaces and athletic fields.

9. Maintain and adjust specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
10. Collect and dispose of solid waste from buildings and grounds; pick up litter from premises.
11. Assist in opening and closing burial lots and in the construction of new park and recreation programs, prepare facilities for park and recreation program use.
12. Assist in snow removal operations and mitigating the effects of natural and man-made disasters.
13. Familiar with and executes safe work procedures associated with assigned work.
14. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Constantly required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Frequently required. CROUCHING: Occasionally required. CLIMBING: Frequently required. BALANCING: Frequently required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: Stand: Walk:</p>	<p>TOTAL HOURS: Sit: Stand: Walk:</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Necessary for detecting noxious odors and fumes.</p>
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TYPICAL WORK SURFACE (S) Tables; work benches; landscaped, dirt, rough, wet, and slippery terrain; wood and cement floors; asphalt cement and gravel surfaces.

SUMMARY OF OCCUPATIONAL EXPOSURES: Works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Some knowledge of, and the ability to use simple hand tools; knowledge of construction, plumbing and electrical procedures and techniques; ability to perform simple and routine manual labor; ability to perform prolonged heavy physical labor under even adverse weather conditions; ability to perform a variety of manual tasks; ability to understand and follow written and oral instructions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum High School diploma or equivalent; at least two years experience in maintenance of buildings, systems, and grounds; OR any combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities. Must maintain valid New Hampshire CDL B with Air Brake Endorsement and Tanker Endorsement, CDL-A with endorsements preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS:

24 hour availability during winter months. Employees in this class may be assigned to specific duties that place heavier emphasis on some functions of the job. However, work and skill requirements are within the job class.

Classification Established: 7/1/96
Job Description Developed: 7/1/96
Revised: 07/01/2013