



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Shop Maintenance Person (Highway Dept.)
DEPARTMENT/DIVISION:	Public Works Department/Public Service Division
PAY GRADE/HOURS:	Grade M50A 40-hour work week
UNION:	Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: Under the direction of Highway Superintendent, the Shop Maintenance Person performs a variety of tasks at the highway garage in the maintenance and servicing of equipment and facilities, keeps parts and stores inventory, and does related work as required.

DUTIES & RESPONSIBILITIES:

- Maintains and services equipment.
- Keeps records of equipment usage.
- Keeps parts and stores inventory records.
- Does repair and maintenance of facilities.
- Assists with mechanical repair when required.
- Performs other related duties as required.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required. Must have two (2) years of experience in maintenance, up-keep and repair of motorized equipment or other machinery.

KNOWLEDGE, SKILL AND PERSONAL QUALITIES: Ability to do maintenance, repair and servicing; knowledge of tools, parts, and stores inventory record keeping. Dependability, resourcefulness, ingenuity, and mechanical ability.

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 required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

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.

An Equal Opportunity Employer