



City of Annapolis
Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

CityJobs@annapolis.gov · 410-263-7998 · Fax 410-295-7999 · Deaf, hard of hearing or speech disability – Use MD Relay or 711 · www.annapolis.gov

Position Vacancy Announcement

| | | | |
|--------------|-----------------------------|--------------|----------------|
| Position | Maintenance Worker I (7001) | Opening date | April 13, 2015 |
| Department | Public Works | Closing date | April 27, 2015 |
| Salary range | \$28,585 | | \$45,736 (A04) |

General statement of duties

Performs general manual tasks requiring no special training and little or no experience; does related work as required.

Distinguishing features of the class

This is routine work consisting of unskilled manual tasks. The duties require ability to do heavy physical labor efficiently. Public Works Maintenance Workers work under the immediate supervision of a Public Works Leader, Public Works Supervisor or Utility Supervisor who lay out the details of each specific assignment and check the work in process and upon completion.

Examples of work (illustrative only)

- Empties trash cans in downtown areas;
- Cleans gutters, culverts, sewers and other drainage structures;
- Loads and unloads refuse, stone, gravel, dirt, asphalt, pipe, timber and equipment;
- Operates jackhammer;
- Patches streets by shoveling mix off truck, placing in hole and tamping;
- Assists in semi-skilled work such as plumbing, carpentry, electrical, auto repair or concreting by carrying tools, by carrying or lifting lumber, by mixing or stirring concrete, by replacing light bulbs or by running errands;
- Sweeps streets, gutters and sidewalks by hand;
- Shovels snow, gravel and dirt;
- Mows lawns with hand power mower;
- Rakes leaves and cuts brush;
- Performs a variety of other heavy manual work in connection with the maintenance and construction of sidewalks, streets, sewers, water mains and parks;
- Drives truck to and from job and does other incidental driving, and works as a trainee on other types of automotive equipment;
- Works with rodding crew in the cleaning of sewers;
- Moves boxes, furniture and other items;
- Removes debris from water at City dock;
- Performs other duties as directed.

Required knowledge, skills and abilities

Willingness to perform routine manual work; ability to lift heavy articles; stamina; ability to understand simple oral instructions; preferably ability to read and write.

Acceptable experience and training

Preferably some experience in heavy manual labor and completion of a standard grade school course, preferably high school graduation; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a valid motor vehicle operator's license.

Americans with Disabilities Act

Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as heavy tools and equipment, to climb into and operate large equipment, trucks, etc.; ability to withstand working outside in all extreme weather conditions.

Visual ability: sufficient to operate heavy equipment and trucks by both day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone, over a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.