Job Description

JOB TITLE: Maintenance II

DEPARTMENT: Public Works

LOCATION: LOUISA, VA

REPORTS TO (TITLE): MAINTENANCE II/GENERAL SUPERINTENDENT OF PUBLIC WORKS

DIRECT REPORTS (TITLES): N/A

LEVEL:	**FULL-TIME:** ☒ **PART TIME:** ☐ **EXEMPT:** ☐ **NONEXEMPT:** ☒ *Note: Subject to on-call nights, weekends, and holidays to direct emergency operations and ensure continuation of essential services.*

MAJOR PURPOSE OF THIS JOB:

Performs skilled and semi-skilled work in the construction, maintenance, and repair of public infrastructure, including **water distribution systems, sewer collection systems, and Town-owned grounds**. This position operates with greater independence and technical proficiency than Maintenance I and may serve as a lead worker on assigned tasks. Work is performed under general supervision.

JOB DUTIES AND RESPONSIBILITES:

- Performs and assists with installation, maintenance, and repair of water mains, service lines, valves, and hydrants
- Performs and assists with installation, maintenance, and repair of sewer mains, manholes, and service laterals
- Independently identifies and participates in repair of water leaks and sewer system issues
- Operates equipment associated with water and sewer maintenance, including trenching and excavation support
- Performs sewer cleaning, jetting, and assists with CCTV inspection activities
- Conducts routine meter reading, meter installation, and service connections/disconnections
- Performs grass cutting, right-of-way maintenance, and grounds upkeep as assigned
- Sets up and maintains traffic control in accordance with applicable standards
- Operates light and medium-duty equipment, including trucks and trailers
- Maintains tools, vehicles, and equipment in proper working condition
- Assists in training and guiding Maintenance I employees on job tasks and safety procedures
- Responds to after-hours calls and emergency situations as required

WORKING CONDITIONS:

This role commands physical work requiring the exertion of up to 25 pounds of force frequently to move and load objects and some heavy work requiring exertion of up to 75 pounds of force occasionally. The work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work is regularly performed in tight confines such as ditches, manholes, and vaults. Work requires frequent repetitive tasks using gross and fine

motor skills of hands and feet (such as operating clutch, levers, and knobs). In addition, work is subject to adverse environmental conditions including extreme cold, extreme heat, noise, vibrations, hazards, etc.

EXPEREINCE, KNOWLEDGE AND SKILL REQUIREMENTS: *(List the minimum requirements for the position.)*

- Working knowledge of water distribution and sewer collection system operations and maintenance
- Ability to locate utilities and understand basic system layouts
- Ability to operate equipment and tools used in public works operations
- Knowledge of safe work practices, including trench safety and confined space entry
- Ability to work independently and exercise sound judgment in field conditions
- Ability to assist with on-the-job training of less experienced personnel
- Ability to maintain effective working relationships with coworkers and the public

EDUCATION AND TRAINING REQUIREMENTS: *(List the minimum requirements for the position.)*

- Must hold a valid state department-issued driver's License
- Possession of, or ability to obtain, a Virginia CDL within a specified timeframe
- Any combination of education, experience, and training equivalent to completion of high school
- Experience in the operation and maintenance of motorized equipment
- Related experience in public works, construction, or landscaping preferred
- Completion of required safety training (e.g., OSHA, confined space, trench safety) preferred

PHYSICAL REQUIREMENTS: *(List specifics of required lifting, carrying, standing, climbing, and movement activities.)* ADA: Town of Louisa, VA will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments**.**

CATEGORY A:
(Activities to equal 100%)

1)	Standing	25%
2)	Walking	25%
3)	Sitting	20%
4)	Kneeling	10%
5)	Crouching	10%
6)	Crawling	10%

CATEGORY B:
(Degree of Exposure)

1)	Talking	Extensive
2)	Hearing	Extensive
3)	Reading	Extensive
4)	Seeing	Extensive

CATEGORY C:
(Degree of Exposure)

1)	Reaching	Extensive	2)	Climbing	Moderate
3)	Grasping	Extensive	4)	Balancing	Moderate
5)	Pushing	Extensive	6)	Bending	Moderate
6)	Pulling	Extensive	8)	Twisting	Moderate
9)	Manual Dexterity	Extensive	10)	Stooping	Extensive

CATEGORY D:
(Physical Strength Requirements - Lifting)

How often?	
< 10 lbs.	Extensive
11 lbs. to 20 lbs.	Extensive
21 lbs. to 30 lbs.	Extensive
31 lbs. to 50 lbs.	Moderate
> 51 lbs.	Moderate

DATE PREPARED:	**APPROVED BY:**

While this job description is intended to be an accurate reflection of the position, management reserves the right to modify, add, or remove duties and to assign other duties as necessary. Furthermore, all duties and responsibilities are essential job duties and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.