

AD INSTRUCTIONS: TO BE ADVERTISED IN THE HERALD MAIL

DESCRIPTION TO BE PUBLISHED IN THE HERALD MAIL:

MUNICIPAL SERVICE WORKER- the Town of Boonsboro will be accepting applications for the position of Municipal Service Worker through Friday, December 16, 2016 at 4:30pm. A valid Driver's License is required and Experience in Public Works and/or Utilities is preferred. Applications and details regarding this position may be obtained online at www.town.boonsboro.md.us or at the Boonsboro Town Hall, 21 N. Main Street, Boonsboro, MD 21713, Monday – Friday between the hours of 8:00AM and 4:30PM.

The Town of Boonsboro is an Equal Opportunity Provider and Employer and a drug free workplace.

TO BE PUBLISHED ONLINE ON THE FOLLOWING WEBSITES:

TOWN OF BOONSBORO
MML

DESCRIPTION TO BE PUBLISHED ONLINE:

Position Summary: The Town of Boonsboro has an immediate opening for a full-time Municipal Services Worker.

Primary duties and responsibilities involve the routine maintenance and repair of town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution system. Experience in operation of heavy duty equipment, such as backhoe and dump truck is preferred as well as Public Works and/or Utilities experience. Valid driver's license and a High School Diploma or equivalent is required.

Full Job description and salary details are available at town.boonsboro.md.us. or please call 301-432-5141.



TOWN OF BOONSBORO, MARYLAND MUNICIPAL SERVICE WORKER I

Department: Public Works

Job Description:

Performs a variety of entry level skilled duties related to the maintenance and repair of municipal owned buildings and infrastructure as directed by the Public Works Crew Leader using variety of machines, tools, and equipment.

Duties and Responsibilities:

Primary duties and responsibilities involve the routine maintenance and repair of town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution system.

- Mow grass and trim weeds using Ride-on, Stand-on, push mowers and weed trimmers.
- Drives truck and loads fallen tree limbs and yard debris along the roadside onto truck, and delivers refuse to town debris site or landfill.
- Repairs streets and sidewalks with asphalt, cold patching materials, and concrete, using shovel, hand roller, trowel, level, and long-handled tamp.
- Removes and replaces damaged traffic signs.
- Operates snow removal equipment to maintain streets, sidewalks, and driveways.
- Reads water meters.
- Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses.
- Repairs or replaces building brick, stone, and concrete. Maintains and repairs wood parts of buildings, using carpenter tools. Paints interior and exterior walls and trim, using paint and painting tools.
- Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as trucks, lawn tractors, etc.
- Assists in the maintenance and repairs of the town's water and sewer distribution system.
- Perform other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Knowledge of the methods, tools, materials and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.

Qualifications and Requirements: MINIMUM QUALIFICATIONS include

- High School Graduate
- Must possess a valid MD drivers license
- Required availability for snow removal and/or other on-call emergency situations
- Available for Special Event work that is scheduled in advance
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

Pay Range: \$11.29/hr to \$14.73/hr

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