

Town of Windsor, Virginia

Class Description

Title: Maintenance Technician – Full Time

FLSA Status: Non-Exempt

Department: Public Works

Updated: 03/2025

General Definition of Work

Performs basic manual work related to building, grounds and utility maintenance and repairs, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Foreman.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Maintains water utilities to include fitting, replacing, and installing water lines; replacing, repairing, and testing water meters; locating water lines using locating equipment, disconnecting, and reconnecting services.

Maintains meter boxes and valve boxes to include adjusting, replacing, repairing, and cleaning boxes.

Assists with equipment maintenance.

Maintains Town properties and facilities to include maintaining cleanliness of the Town.

Checks and maintains inventory.

Responds to citizens.

Sets up and takes down the Town's seasonal and holiday decorations and banners.

Performs other duties as assigned.

Minimum Qualifications

High School diploma or GED and minimal experience in building, grounds, and utility maintenance and repairs, or equivalent combination of education and experience.

Special Qualifications

Valid driver's license in the Commonwealth of Virginia.

Job Specifications

Knowledge of the methods, materials, tools and equipment used in water, building, utility and grounds maintenance and repair;

Knowledge of hazards and safety precautions associated with type of work assigned;

Knowledge of applicable codes, pertinent inspection and safety requirements;

Skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems;

Ability to operate water meter reading and water line locating equipment;

Ability to follow oral and written instructions;

Ability to understand oral and written directions;

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Ability to get along with others.

Working Conditions

Work requires frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force.

Work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).