



# Position Announcement

## Town of Occoquan, VA

314 Mill Street, Occoquan, VA 22125

[www.occoquanva.gov](http://www.occoquanva.gov)

<b>Position:</b> Maintenance Worker	<b>Salary:</b> \$15 - \$20 (depending on exp.)
<b>Department:</b> Public Works	<b>Work Schedule:</b> 12 - 20 hours per week
<b>Position Type:</b> Seasonal, PT	

Under general supervision, performs highly professional maintenance work for the Town of Occoquan. This is a newly created position that assumes the duties listed below. Reports to the Deputy Town Manager.

Position is part-time, seasonal with the opportunity for a permanent, part-time position based off performance and budget constraints.

### ESSENTIAL JOB FUNCTIONS

- Provides the highest level of resident and visitor services by ensuring a clean and safe Historic District.
- Carries out routine cleaning and maintenance duties on Town facilities, such as the town dock and parks, that meet Town quality standards.
- Carries out minor construction projects, painting, moving equipment, etc.
- Assists the Town Maintenance Supervisor in special maintenance projects, as needed.

### ADDITIONAL JOB FUNCTIONS

- Performs duties requested by the Deputy Town Manager and/or Town Manager.
- Maintains a regular schedule in coordination with the Deputy Town Manager.
- Provides regular reports and/or updates to the Deputy Town Manager regarding department activities and programs.
- Must be available over the summer months.
- Other duties as assigned.

### WORK ENVIRONMENT/PHYSICAL DEMANDS

While performing the duties of this role, the employee:

- Is regularly exposed to outdoor weather conditions.
- Is frequently exposed to work near moving mechanical parts.
- May work near or around toxic or caustic chemicals while wearing proper personal protection equipment and following strict company safety standards.
- Is occasionally exposed to risk of electrical shock.
- Is regularly required to stand; walk; use hands to fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and smell.
- Will regularly lift and /or move up to 75 pounds.
- Will require specific vision abilities required by this job include ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Problem Solving – Identifies problems and reports them to immediate supervisor in a timely manner; Gathers information and passes through to immediate supervisor; Puts forward alternative solutions; Works well in group problem solving situations.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potential unsafe conditions; Uses equipment and materials properly.

## **MINIMUM TRAINING AND EXPERIENCE**

- High school diploma or general education degree (GED).
- One to two years related experience and/or training; or
- Equivalent combination of education and experience
- Driving license

## **POSITION SPECIFICS**

**Position Type:** Part Time, Exempt

**Salary:** \$15 - \$20

**Benefits:** Partial benefits

**Job Category:** Public Works

**Job Location:** Occoquan, VA

**Disclaimer:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.