

**Mayor and Council  
Town Of Middletown  
19 W. Green Street, Middletown, DE 19709  
(302) 378-2711 FAX (302) 378-5672**

**Job Title:** MAINTENANCE WORKER I  
**Department:** Maintenance  
**Reports To:** Meter/Maintenance Foreman  
**FLSA Status:** Non-Exempt

**Summary:**

Maintains and repairs physical structures of buildings by performing the following duties.

**Essential Duties and Responsibilities:**

1. Receives written work orders or verbal instructions from supervisor.
2. Assists with the maintenance of all Town buildings.
3. Performs carpentry work.
4. Assists with masonry work.
5. Hangs and finishes dry wall.
6. Operates pick-up trucks, dump trucks, and hand and power tools necessary to do the job.
7. Maintains and repairs buildings plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
8. Assists other departments with setting catch basins.
9. Assists with snow removal and plowing.
10. Assists other departments as needed.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Observes safety and security procedures; Uses equipment and materials properly.
- Dependability – Follows instructions, responds to management direction.

**Qualifications:**

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

**Education and/or Experience:**

- High School diploma or general education degree (GED) and one to three months related experience and/or training.

**Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

- Ability to understand the nature of the position and the safety requirements that are necessary to the position.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**Certificates, Licenses, Registrations**

- Valid drivers license
- Must obtain a CDL drivers license within 6 months of hire

**Other Skills and Abilities**

- Basic maintenance, carpentry, and masonry skills.
- Ability to read a ruler to 1/16.
- Ability to drive dump trucks and snow plows.
- Ability to use hand tools and power tools.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions;
- The employee is occasionally exposed to risk of electrical shock and vibration
- The employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to high, precarious places and fumes or airborne particles.
- The noise level in the work environment ranges from moderate to loud.

*Reviewed 7/04*