

**Town of Otis, Massachusetts**

<b>Position Title:</b>	Maintenance Technician/Operator	<b>Grade Level:</b>	III
<b>Department</b>	Maintenance	<b>Date:</b>	
<b>Reports to:</b>	Maintenance Supervisor	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The employee is responsible for the provision of cleaning and routine maintenance services at Town buildings and grounds as well as the operation of the Town’s transfer station and Waste Water Treatment Plant. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Maintenance Supervisor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** The employee is not responsible for the regular supervision of any Town employees.

**Accountability:** Consequences of errors, missed deadlines or poor judgment would include adverse public relations, legal repercussions, waste of materials, and danger to public safety or personal injury.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines associated with the cleaning and maintenance of buildings. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Confidentiality:** In accordance with the State Public Records Law, the employee does not have regular access to confidential information.

**Work Environment:** The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Includes work outside of the employees regular schedule to respond to emergencies including but not limited to alarms and snow/ice removal.

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**Nature and Purpose of Contacts:** The majority of interaction is with co-workers and Town employees that requires courtesy and tact in order to maintain effective working relationships. Contact with the public takes place on an occasional basis. The employee has contact with vendors or contractors and the public that use the buildings and occasionally with the public.

**Occupational Risks:** Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of cleaning and/or building maintenance equipment and related materials, traffic, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or boots may be required to carry out duties in a safe and effective manner.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for maintaining a preventative building maintenance program pertaining to the cleaning and routine maintenance of Town buildings, cemetery and Town beach.
2. Sets up rooms for various public meetings as necessary.
3. Ensures that walk ways and grounds around Town buildings are clean.
4. Cleans and maintains furniture, windows, floors etc.
5. Maintains an inventory of cleaning equipment and supplies and orders replacement as necessary within budgetary appropriations.
6. Collects and disposes of building refuse as well as yard waste.
7. Performs routine plumbing, carpentry, mechanical or electrical work as required.
8. Operates the Town's transfer station.
9. Performs routine maintenance and repair of Town vehicles and equipment.
10. Participates in the Town's snow and ice removal and control program as required.
11. Maintains lawns and grounds.

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School Degree or equivalent; a minimum of three(3) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Class D Motor Vehicle License required. Hydraulics License preferred.

### **Knowledge, Abilities and Skill**

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Knowledge: Working knowledge of building maintenance products, equipment, techniques and practices including framing, building construction, HVAC, plumbing, electric and masonry construction work. Knowledge of safe work practices in the maintenance of buildings to avoid injury.

Abilities: Ability to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner. Ability to carry out job duties often under potentially dangerous working conditions in a safe and efficient manner. Ability to read, interpret and follow oral and written instructions. Ability to work with a wide range of building maintenance equipment.

Skill: Effective work organizational skills. Proficient mechanical and physical skills required to carryout job duties.

### **Physical and Mental Requirements**

*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 position's essential functions.*

#### **Physical Skills:**

Work requires the exercise of physical strength and effort daily to lift, push, pull, carry, or stacking objects such as chairs and tables and building maintenance equipment.

#### **Motor Skills:**

Position requires the employee to apply hand eye coordination with finger dexterity and motor coordination in order to perform a wide range of unskilled labor activities such as the use of building maintenance and cleaning equipment and to climb a ladder or work in confined spaces.

#### **Visual Skills:**

The employee is required to routinely read documents and non-written documents such as blue prints for general understanding in order to operate building maintenance and cleaning and WWTP equipment in a safe and effective manner.