PUBLIC SERVICES WORKER 1 - Seasonal

DEPARTMENT: Public Services PAY GRADE: 2

SUPERVISOR: Public Services Director FLSA STATUS: Non-Exempt

**GENERAL DEFINITION OF WORK**

The Public Services Worker 1 performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Department includes the following areas: streets, parks, water, sewer, pool, cemetery, and building maintenance/janitorial.

**QUALIFICATIONS AND ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

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

* Operates equipment such as: loader, skid-steer, plow truck, tractor, roller, pick-up, riding mower, and dump truck.
* Inspects and performs basic preventive maintenance on equipment.
* Street Maintenance: patching and crack filling, cleaning/repairing storm sewers, mowing and trimming ditches, curb and gutter maintenance, signs, and signal lights.
* Park & Building Maintenance/Janitorial: lawn mowing and trimming, weed spraying, building maintenance and cleaning tasks and planting/maintaining trees and/or flowers.
* Performs other related duties and responsibilities as assigned by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES**

The Public Services Worker 1 must be able to work with and without direct supervision and both independently and as a team player. This position requires moderate to considerable physical effort when performing a variety of tasks. He/She must have the ability to record various inspections, material used and time usage.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain licenses.

**PHYSICAL 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 essential functions.

* This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
* Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.
* Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling.
* Standard vision requirements.
* Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
* Hearing is required to perceive information at normal spoken word levels.
* Preparing and analyzing written or computer data, 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.
* Frequent exposure to outdoor weather conditions.
* Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

**CONDITIONS OF EMPLOYMENT**

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City’s Employee Handbook.All employeesmust comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types 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.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

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Signature Date