

CODE:
FLSA: NON-EXEMPT
GRADE:

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: PUBLIC WORKS CREW MEMBER
PUBLIC WORKS (OPERATIONS) DEPARTMENT**

GENERAL STATEMENT OF JOB

Under direct supervision, operates a variety of tools, trucks and light equipment in the maintenance of City buildings, grounds, equipment, streets and related infrastructure. Work involves operating equipment and performing manual tasks, maintaining equipment and vehicles and performing related work as assigned. Reports to the Maintenance Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates a variety of light automotive, construction or related equipment as required, which may include a dump truck, asphalt roller, mowers, tractor, etc., in the maintenance of City streets, sidewalks, storm sewers and other City-owned public services.

Uses equipment for various tasks, which may include hauling and moving materials, excavating earth, leveling and grading surfaces, filling surfaces, stabilizing soil, digging and backfilling trenches, cleaning and repairing drainage structures, breaking pavement, pouring and shoveling asphalt, tamping and smoothing asphalt, constructing and repairing curbs and sidewalks, and performing other construction and maintenance operations.

Assists in installing signs, markers, benches, etc.

Provides traffic control during street and other maintenance work.

Utilizes various types of small equipment and hand and power tools in the performance of duties, which may include mechanic's tools, power and hand tools, painting equipment and supplies, etc.

Loads equipment and materials onto/off of trucks and trailers.

Performs carpentry or masonry projects as assigned.

Performs general grounds maintenance work as requested, including mowing grass, installing landscape plants and materials, removing debris, trimming or pruning trees and shrubbery, removing trees and shrubbery, removing weeds, etc.

Installs street signs.

Performs manual labor duties in general clean-up projects, or other routine job assignments.

Restores work sites at the completion of maintenance and repairs.

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Inspects machinery and equipment daily to ensure proper condition for the completion of daily responsibilities; performs minor repairs and maintenance, including washing, greasing, fueling, etc.; ensures bolts, hoses and pins are properly secured.

Performs duties in accordance with all department policies, procedures, and standards of safety.

Prepares and submits daily work reports.

Receives and reviews work orders, instructions, schedules.

Refers to policy and procedure manuals, operator manuals, City code book.

Interacts and communicates with the immediate supervisor, co-workers, contractors and the general public.

Attends meetings and training as necessary to enhance job knowledge and skills.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six months to one year of experience in maintenance and construction; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of items of moderately heavy weight (up to 50 pounds) and occasionally heavier weight (up to 100 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, work orders, technical drawings, etc. Requires the ability to prepare simple records and forms with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand routine principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to operate motor vehicles and light equipment.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Maintenance Worker. Has the ability to learn, comprehend and apply regulations, procedures and related information. Has knowledge of and skill in the operation of various trucks and light construction and earth-leveling equipment; is able to operate equipment safely at all times. Is able to maintain and perform minor repairs to equipment and machinery as required. Has knowledge of the methods, materials, tools and equipment used in street and storm drain maintenance and construction, facility and equipment

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maintenance and repair work, and grounds maintenance work. Has knowledge of asphalt surfacing methods and is able to prepare surfaces for paving. Has knowledge of the occupational hazards and safety precautions of the industry; is able to work effectively despite exposure to extreme weather and temperatures, wetness/humidity, machinery hazards, traffic hazards, dust, fumes, toxic agents, dirt, odors, pests, etc. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare routine records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in

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order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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.