

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Service Maintenance Worker	<i>Pay Grade:</i>	SM-01
<i>Department:</i>	Utilities – Water Distribution	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Municipal Building	<i>Reports to Position:</i>	Worksite Supervisor
<i>Effective Date:</i>	February 15, 2022		

JOB SUMMARY

Employees in this **entry level** position perform manual labor in the division to include: the use of hand tools and power equipment such as jackhammers, tamps, chain saws, shovels, rakes, brooms, string trimmers and lawn mowers.

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Assist in installation, maintenance and repair of water lines as well as appropriate aesthetic and functional clean up after a project
- Assist in positioning traffic control devices around work zones to conform with the manual on Uniform Traffic Control Devices, direct traffic around work zones using traffic control devices, hand signals and two way radios
- Gather necessary tools and equipment needed for the day and assist in loading onto the truck, cleans tools and equipment and ensure proper storage
- Attend departmental and safety meetings as required
- Maintain uniforms and safety attire to conform to proper dress code and safety rules at all times

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma/GED or equivalent training

Experience

No previous experience required

Licenses or Certification Required

Valid Driver's License preferred

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Proper operation and maintenance of tools and equipment
- Workplace safety rules and procedures

Ability to:

- Read and comprehend directives, gauges and indicators
- Write to document logs or similar no-complex forms
- Verbally communicate to converse with supervisors and coworkers regarding work related tasks and activities
- Utilize math skills to count, add and subtract whole numbers
- Operate two-way radio to communicate with other work crews or dispatcher to receive and transmit information
- Follow instructions to efficiently complete tasks
- Work as a member of a team
- Work in a constant state of alertness and in a safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be outdoors; must be able to withstand the environmental elements to include heat, cold, rainfall and wind

Physical Demands: See accompanying page for details

Key Working Relationships: Worksite Supervisor, Fellow crew members

APPROVAL/ACKNOWLEDGEMENT

Department Head

Utilities Director
Title

Date

Human Resources Director

HR Director
Title

Date

City Manager

City Manager
Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – SERVICE MAINTENANCE WORKER - WD

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs				X
11-20 lbs				X
21-50 lbs			X	
51-75 lbs			X	
76-100 lbs		X		

PUSH/PULL				
1-10 lbs				X
11-20 lbs				X
21-50 lbs			X	
51-75 lbs			X	
76-100 lbs		X		

MOVEMENT				
Bend/Stoop/ Twist			X	
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders			X	
Reach Below Shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping			X	
b) squeezing			X	
Climb Stairs/Ladder			X	
Uneven Walking Surface			X	
Even Walking Surface		X		

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)			X	
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

WORK WITH/NEAR				
Machinery			X	
Electricity		X		
Power Tools			X	
Impact Tools		X		
Chemicals		X		
Fumes		X		
Heights			X	

ENVIRONMENT				
Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty			X	
Excessive Noise			X	
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	6
Stand	1	1
Walk	1	1

Additional Considerations (including clarification of any of the above)