



JOB DESCRIPTION

JOB TITLE: Service Worker

PAY GRADE: 101

DEPARTMENT: Public Works

MIN. PAY: \$15.53 **MAX. PAY:** \$25.88

FLSA CLASSIFICATION: Full-time

FLSA STATUS: Non-exempt

REPORTS TO: Crew Leader Roads & Streets

DESCRIPTION SUMMARY:

This is semi-skilled manual work in general maintenance of roads and streets. The work is of a manual nature which does not require a high degree of manipulative skill or a great deal of experience to do an effective job. A considerable proportion of the work performed is of a routine nature. The work requires the use, operation and maintenance of small hand tools and power equipment. Electrical experience and pipeline distribution experience is desirable.

ESSENTIAL JOB FUNCTIONS-Include, but may not be limited to:

- Ability to use motorized equipment such as tractors, all-terrain vehicles, dump trucks, and backhoe.
- Ability to use small hand tools, rules, tapes, mechanic and laboring hand tools, and radio. Weed eating alongside public roads and streets, parks and other City property. Mowing alongside City streets property.
- Putting up Christmas decorations, tables, tents, banners, cones, and tearing down same during City sponsored events.
- May be asked to assemble and move office furniture and equipment.
- Good attendance is an essential function of the job.

SECONDARY FUNCTIONS:

- Acts as backup meter reader, as needed.
- Other duties as required.

MINIMUM QUALIFICATIONS- (Knowledge, skills, and abilities):

- Ability to read, write, and speak English effectively to comprehend information and communicate effectively.
- Ability to understand and follow oral and written instructions.
- Ability to operate a pickup truck and other motorized equipment backhoe, and all terrain vehicles safely.
- The ability to learn new skills, show up on time.

EDUCATION AND EXPERIENCE:

- Possess a High School Diploma or equivalent.

PHYSICAL CONDITIONS:

The individual must be able to perform all essential duties of the position with or without accommodation. The following physical conditions apply.

- Much of this work is performed outside in possible adverse (hot, rainy, windy) conditions.
- Ability to lift 50 lbs to a height of four feet.
- Ability to read, write, speak, and comprehend English with the ability to understand and transmit oral and written instructions.
- Ability to be on an on-call basis as needed which may include nights and weekends.
- Ability to be on 24 hour emergency stand-by duty when required.

Employee Signature: _____

Date: _____

Department Head Signature: _____

Date: _____