



Town of Loxahatchee Groves

JOB DESCRIPTION

JOB TITLE:	Public Service Worker II		
PEPIE COMPARABLE(S):	Equipment Operator II		
CLASSIFICATION LEVEL:	Technician – Level 3	POSITION TYPE:	Full Time – Non-Exempt
PAY RANGE:	Minimum: \$33,664.00 Mid-Point: \$42,618.00 Maximum: \$52,031.00	DRUG TESTING	Non-Exempt
REPORTING TO:	Assistant Public Works Director or Designee	TRAVEL REQUIRED:	Some

GENERAL DESCRIPTION:

The Public Works Service Worker II position is a skilled position in the operation of heavy construction equipment. Under general supervision, the employee in this class is responsible for the safe and efficient operation of heavy construction equipment. Work is performed under general supervision with moderate latitude in the use of initiative and independent judgement. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Work includes light to heavy physical labor when not operating equipment. The employee is expected to perform minor servicing and regular maintenance on assigned equipment.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

This position works under detailed initial instruction and frequent review from immediate supervisor.

- Able to perform all PSW I duties
- Operates and controls a variety of equipment, machinery and tools used in projects and activities.
- Readily learns and applies new information / concepts in areas of practice.
- Hauls, transports, loads, and unloads various equipment and materials used in projects or at worksites.

- Performs general/preventative maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, to provide and without the use of required specialized equipment.
- Monitors equipment operations to maintain efficiency and safety.
- Performs duties outside normal working hours, subject to rotational (24 hour) on-call policy and during natural disasters (e.g., hurricanes, floods, tornados, etc.) or other emergency conditions.
- Reports faulty equipment and tools.
- Fine grade operation with assigned equipment for maintaining road and canal rights-of-way in accordance with Town specifications.
- Effectively identifies problems as they occur and takes appropriate steps to solve straight-forward problems.
- Immediately reports adverse or unsafe conditions to supervisor.
- Performs minor repairs and regular maintenance on assigned equipment
- Operates tractor/mower to clear brush or vegetation within road and canal rights-of-way.
- Operates all off-road equipment equal to that required of Public Works Service Worker II, and all on-road equipment including but not limited to dump truck, water truck and assigned truck-mounted equipment.
- Operates front-end loader, grader, and backhoe to move soil, rock, or debris to desired location; to fill eroded areas; and to excavate, reshape or restore canal sections to Town specifications.
- Occasionally under direct supervision, the position may operate excavator, crane, shovel, clamshell, and dragline.
- Performs safety checks and inspections on equipment components including instrumentation, brakes, drums, sheaves, booms, hydraulic lines, cylinders, and other related components as established by manufacturers operation and maintenance manuals. Submits specialized maintenance requests to the Assistant Director of Public Works.
- Develops and maintains close familiarity with all physical aspects of road and canal rights-of-way.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals, places safety cones, markers, or signs to alert employees/citizens of work areas, wet floors, or other potential hazards.
- Perform various tasks associated with roadway/roadside/canal right of way maintenance projects as assigned.
- Assists with various tasks associated with sign fabrication and maintenance.
- Perform tasks associated with building repair/maintenance projects/activities.
- Maintains inventory and ensures availability of adequate equipment, tools, parts, supplies, or other materials needed to conduct projects including cleaning supplies and paper products for both the Town and contracted custodial vendor.
- Communicates with custodial vendor and day porters to ensure adequate cleaning supply levels.
- Orders, receives, and stocks supplies as needed.
- Assists in determining amount of materials needed to complete projects; initiates requests for new/replacement materials.
- Purchases or picks up supplies/materials as needed.
- Oversees contractors performing services related to building maintenance at Town facilities.
- Ensures storage areas and equipment closets are clean, stocked, organized, and free of debris or garbage.
- Refers complex, unusual problems to supervisor.
- Performs other job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES

May provide general guidance / direction, and technical assistance to lower level general or technical employees.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or GED
- Supplemented by three (3) years of previous experience and/or training involving heavy equipment operation, demonstrated ability to perform fine grade work and maintenance work in area of assignment, such as road/street construction maintenance, roadside / canal right of way maintenance, sign fabrication, pesticide application (if properly licensed), open space, grounds and facility maintenance, or other projects
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

LICENSING/CERTIFICATIONS REQUIREMENTS:

- A valid Florida driver's license
- State of Florida Commercial Driver's License Class A or B, including tanker and air-brakes endorsements.

PREFERRED QUALIFICATIONS:

- OSHA 30 Hour Certificate
- First Aid / CPR
- Maintenance of Traffic (MOT) Intermediate Level
- SCADA

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge
 - ❖ General knowledge of safe work practices
 - ❖ Understand and use good judgement in applying Town policies, rules, and regulations
 - ❖ Understand signs, signals, operating manuals, service and equipment maintenance procedures
- Skills
 - ❖ Interpret instructions furnished in written, oral, diagrammatic, or schedule form
 - ❖ Exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

- ❖ Establish and maintain effective working relations with co-workers, a variety of government employees and officials, vendors, and the general public
- ❖ Operation of heavy equipment
- ❖ Demonstrated sound work ethic, positive attitude and critical thinking skills
- ❖ Works collaboratively with others
- Abilities
 - ❖ Operate and control heavy construction equipment safely and efficiently with aptitude to learn new equipment
 - ❖ Operate and control power, pneumatic, and manual tools, related equipment maintenance tools
 - ❖ Keep record of time spent and material used
 - ❖ Perform addition, subtraction, multiplication, and division
 - ❖ Service assigned equipment to ensure maximum operating efficiency
 - ❖ Desire to learn and grow

PHYSICAL REQUIREMENTS:

Tasks require 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 that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (fifty (50) pounds) and carry for a distance of 100-200 feet. The use of hand controls and finger dexterity are frequently required for operation of the assigned equipment and/or tools. Using hands and fingers to handle, feel, or operate objects, tools or controls; talking, hearing and smelling may also be required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand to-eye coordination and manual dexterity are necessary to operate various tools, machinery, and construction equipment.

WORKING CONDITIONS:

This position performs work in outdoor conditions, near and on machinery, or in high precarious places. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, and other potential hazards associated with the maintenance and/or construction of roads and drainage works and other types of construction. The noise level in the work environment is quiet to moderate but can be high under certain circumstances.

ACKNOWLEDGEMENTS:

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

The job description does not constitute an employment agreement and is subject to change by the Town as the needs of the Town and requirements of the job change.

The Town is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

REVIEW & APPROVALS:

I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature _____ Date: _____

Supervisory Signature _____ Date: _____