



Town of Loxahatchee Groves

JOB DESCRIPTION

JOB TITLE:	Public Service Worker I		
PEPIE COMPARABLE(S):	Equipment Operator I		
CLASSIFICATION LEVEL:	Technician – Intermediate	POSITION TYPE:	Full Time – Non-Exempt
PAY RANGE:	Minimum: \$ xx,000.00 Mid-Point: \$xx,000.00 Maximum: \$xx,000.00	DRUG TESTING	Non-Exempt
REPORTING TO:	Assistant Public Works Director	TRAVEL REQUIRED:	Some

GENERAL DESCRIPTION:

The Public Works Service Worker I position is a semi-skilled position. Under direct supervision, the position is expected to learn the safe and efficient operation of selected construction equipment. Work is performed under general supervision with limited latitude in the use of initiative and independent judgement. Position exercises some *judgement* in accordance with well-defined polices, procedures, and techniques. Work may include light or heavy physical labor when not operating equipment. The position is expected to perform minor servicing and regular maintenance of 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.

- Operates a variety of equipment, machinery and tools used in projects and activities.
- Hauls, transports, loads, and unloads various equipment and material used in projects or at work sites.

- Performs general/preventative maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition within their technical ability to provide and without use of the required specialized equipment.
- Performs duties outside normal working hours, subject to rotational (24 hour) on-call policy and during natural disasters (e.g., hurricanes, floods, tornados, etc.)
- Monitors equipment operations to maintain efficiency and safety.
- Reports faulty equipment.
- Performs rough grade operation of assigned equipment for maintaining road and canal rights-of-way in accordance with Town specifications.
- Operates most off-road equipment equal to that required of Public Service Worker I and all on-road equipment including 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.
- Operates tractor/mower to clear brush or vegetation within road and canal rights-of-way.
- 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. All necessary tools, equipment, manuals and other resources and supplies for the maintenance of equipment will be provided by the Town. If specialized maintenance is required beyond the ability of the personnel to provide, they will contact the Public Works Director for assistance.
- Develops and maintains close familiarity with all physical aspects of road and canal rights-of-way. Immediately reports adverse or unsafe conditions to Supervisor.
- May assist other personnel when there is no need for heavy equipment operation.
- Performs other such job-related duties as may be assigned by Supervisor.
- 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.
- Assist with various tasks associated with sign fabrication and maintenance.
- Perform tasks associated with building repair/maintenance projects/activities.
- Perform various tasks associated with street maintenance projects as assigned.
- Perform various tasks associated with roadside maintenance projects as assigned.
- Assist 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.
- Ensures storage areas and equipment closets are clean, stocked, organized, and free of debris or garbage.
- Assists in determining number of materials needed to complete projects.
- Initiates requests for new/replacements materials.
- Purchases or picks up supplies/materials as needed.
- Refers complex, unusual problems to supervisor.
- Performs other job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or GED
- Supplemented by two (2) or more years of previous experience and/or training involving heavy equipment operation and maintenance work in area of assignment, such as road/street construction maintenance, roadside maintenance, sign fabrication, pesticide application, parks, 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 B or C

PREFERRED QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge
 - ❖ Understand signs, signals, operating manuals, service and equipment maintenance procedures
 - ❖ Interpret instructions furnished in written, oral, diagrammatic, or schedule form
- Skills
 - ❖ Exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives
 - ❖ Demonstrated sound work ethic, positive attitude and critical thinking skills
 - ❖ Has a collaborative spirit and a positive attitude
- Abilities
 - ❖ Perform addition, subtraction, multiplication, and division
 - ❖ Operate and control heavy construction equipment

- ❖ Operate power, pneumatic, and manual tools as well as related equipment maintenance tools
- ❖ Operate a front-end loader, grader, backhoe, tractor, mower, grinder, chainsaw, concrete saw, welder, pressure washer, water pump, tamper, etc.

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.

WORKING CONDITIONS:

This position performs work in outdoor conditions, near and on machinery, or in high precarious places. Hand to-eye coordination and manual dexterity are necessary to operate various tools, machinery, and construction equipment. 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 between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Loxahatchee Groves 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: _____