



# Town of Loxahatchee Groves

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Public Service Worker III		
<b>PEPIE COMPARABLE(S):</b>	Supervisor/Foreman, Crew Chief/Lead Worker		
<b>CLASSIFICATION LEVEL:</b>	Technician – Lead Worker	<b>POSITION TYPE:</b>	Full Time – Non-Exempt
<b>PAY RANGE:</b>	Minimum: \$ xx,000.00 Mid-Point: \$xx,000.00 Maximum: \$xx,000.00	<b>DRUG TESTING</b>	Non-Exempt
<b>REPORTING TO:</b>	Assistant Public Works Director	<b>TRAVEL REQUIRED:</b>	Some

### GENERAL DESCRIPTION:

The Public Works Service Worker III position is a highly skilled position in the operation of heavy construction equipment. Under limited supervision, the employee in this class is responsible for the safe and efficient operation of heavy construction equipment with the ability to finish grade accuracy. Work is performed under minimal supervision with considerable latitude in the use of initiative. Position relies on experience and exercises independent judgement to determine the best approach by using and interpreting policies and procedures. Work may include light or 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.

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

- Performs duties outside normal working hours, subject to rotational (24 hour) on-call policy and during natural disasters (e.g., hurricanes, floods, tornados, etc.).
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, within their technical ability and with the use of tools, equipment and facilities provided by the Town.
- Monitors equipment operations to maintain efficiency and safety.
- May modify processes to resolve situations.
- Immediately reports adverse or unsafe conditions to Supervisor.
- Operates tractor/mower to clear brush or vegetation within road and canal rights-of-way.
- Fine grade operation of assigned equipment for maintaining road and canal rights-of-way in accordance with Town specifications.
- Performs rough grade operation of assigned equipment for maintaining road and canal rights-of-way in accordance with District specifications.
- Operates all off-road equipment equal to that required of Public Works Service Worker III, 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 District 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. 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.
- 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.
- May assist other personnel when there is no need for heavy equipment operation.
- Perform tasks associated with building repair/maintenance projects/activities.
- Maintains inventory and ensures availability of adequate equipment, tools, parts, supplies, or other material 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 amount of materials needed to complete projects.
- Initiates requests for new/replacement materials; initiates requests for new/replacement materials; purchases or picks up supplies/materials as needed.
- Receives various forms, reports, correspondence, schedules, work orders, maps, policies, procedures, operational guides, manuals, reference materials, material safety data sheets or other documentation.

- Reviews, completes, processes, forwards, or retains as appropriate.
- Oversees contractors performing services related to building maintenance and cleaning at Town facilities.
- Performs other job-related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

May provide expert, advice, training, and technical assistance to lower service, production, and support personnel. May direct the work of others and contribute to employees' professional development. Takes the lead in effectively applying new processes and skills in accomplishing tasks and may teach them to others.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- High school diploma or GED
- Supplemented by four (4) years of previous experience and/or training involving heavy equipment operation, demonstrated ability to perform rough grade work 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

### **LICENSING/CERTIFICATIONS REQUIREMENTS:**

requisite knowledge, skills, and abilities for this job

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

### **PREFERRED QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge
  - ❖ Knowledge of Town policies, rules, and regulations
  - ❖ Understanding of principles of rational systems
- 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
- ❖ Demonstrated sound work ethic, positive attitude and critical thinking skills
- ❖ Has a collaborative spirit and a positive attitude
- Abilities
  - ❖ Operate and control heavy construction equipment safely and efficiently
  - ❖ Operate and control power, pneumatic, and manual tools, related equipment maintenance tools
  - ❖ Service assigned equipment to ensure maximum operating efficiency
  - ❖ Direct the work of laborers and lighter equipment operators in tasks related to public works construction
  - ❖ Keep record of time spent and material used
  - ❖ Perform addition, subtraction, multiplication, and division

### **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: \_\_\_\_\_