

# City of Barnwell

## Street Department Maintenance

**Job Title:** Municipal Street Maintenance Worker

**Department:** Street Department

**Reports To:** Street / Parks-Rec Supervisor

**FLSA Status:** non-exempt

**Prepared By:** HR

**Prepared Date:** 12/01/18

**Approved By:** Admin

**Approved Date:** 12/15/18

**Summary Full-time Position** Maintains and repairs property of municipality by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Receives written work orders or verbal instructions from Streets /Public Works Director or other supervisors.

Cuts grass and trims weeds on town property, sidewalks and designated parks.

Digs flower beds and plants flowers. Removes dead animals from roadways and ditches.

Occasionally cleans buildings, washes windows, and empties trash cans.

Paints interior and exterior walls and trim.

If licensed, can operate backhoe to dig trenches.

Drives truck and loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.

Removes and replaces damaged street and traffic signs as well as garbage roll carts used by residents and businesses.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Design - Demonstrates attention to detail.

Project Management - Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Strives to continuously build knowledge and skills; Shares expertise with others.

Teamwork - Balances team and individual responsibilities; Contributes to building a

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positive team spirit; Puts success of team above own interests.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Asks for and offers help when needed.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass a pre-employment drug-screen and is subject to random employment drug screens.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Certificates, Licenses, Registrations**

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Valid SC driver's license required.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; high, precarious places; outside weather conditions and vibration. Employee can also be exposed to insects and possible venomous rodents or animals. The employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

**Background Investigation and Employment Drug Testing** Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

**DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.**