

City Of Dunedin, Florida  
Class Description

Position Title: **Public Services Maintenance Service Worker III**  
Public Works & Utilities Department  
Public Services Division – Streets Section

**General Description Of Duties**

Under general supervision, advanced technical work in connection with construction, fabrication, installation, maintenance, removal and repair of traffic signage and other related traffic devices. Provides leadership and limited supervision of assigned Public Service Workers. Performs related work as required. Reports to the Public Services Supervisor or Public Services Foreman.

**Specific Duties And Responsibilities**

Examples of Essential Job Functions

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Provides leadership of assigned staff and participates in the fabrication, installation, maintenance, removal and repair of all traffic signage, pavement markings, and other related traffic control devices.

Purchases traffic control equipment for related duties and inventory.

Insures that Maintenance of Traffic (MOT) plans are adequate in work zones for safety and liability.

Prepares required reports and maintains records.

Provides input on performance evaluations.

Ability to operate specialized equipment including computer operated traffic sign fabrication equipment, stripping equipment, traffic count program data, backhoe, wheel loader, bobcat, dump truck, service truck, air compressor, and various hand and power tools to complete daily tasks.

Performs all duties in compliance with all applicable policies, procedures, laws, codes, safety and health regulations.

Enforces co-workers' compliance with employee safety/traffic and road safety rules and regulations.

Responds to customer/public inquiries.

Requires rotation on the-on-call list to respond to emergencies.

Attends meetings, workshops and training to enhance job knowledge and skills.

### Additional Job Functions

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Performs duties of other division personnel as required.

Performs related duties as required.

### **Minimum Training And Experience**

Requires a high school diploma or GED, supplemented by a minimum of four years of experience in traffic signs, marking and related traffic control device operations. Experience as a crew leader is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

### **Special Requirements**

Must possess a valid Florida class "B" CDL with air-brake endorsement.

Requires certification in Maintenance of Traffic Intermediate (MOT).

IMSA Level I Signs & Markings issued by (IMSA) International Municipal Signal Association

IMSA Level II Signs & and Markings within 1 year of employment.

May require additional certifications as deemed necessary.

Assignment to work a variety of work schedules, including compulsory work periods in special events, emergency, and/or disaster situations.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, sign making equipment, operate and/or handle equipment such as a bobcat, backhoe, service truck, hand tools, etc.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and/or descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

### **ADA Compliance**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items. Requires sufficient hand/eye coordination to perform semi-skilled/skilled movements, as in mechanical repair work and machinery control.

**Sensory Requirements:** Some tasks require visual, depth, smell, texture and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, insect bites, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, and noise extremes.

### **Performance Indicators**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Service Maintenance Worker III. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of traffic/streets and their maintenance and repair, and other fields applicable to the requirements of the position. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment. Has knowledge of basic mathematics. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities meeting FDOT Standards in the production and installation of signage, markings and MOT placement. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policies, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Public Service Maintenance Worker III, Public Services Division

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgement:** Exercises analytical judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures with minimum errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Approved:

  
Public Works & Utilities Director / City Engineer

4-27-16  
Date