

City of Dunedin, Florida
Class Description

JOB TITLE: Public Service Worker I
Public Works and Utilities Department
Public Services Division – Streets / Stormwater Section

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of duties in the installation, maintenance and repair of City streets / stormwater systems. Performs related work as directed. Reports to the Public Services Supervisor or Public Services Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

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 incumbents(s) of any particular position.

Operates equipment and trucks such as, but not limited to, arm and flail tractor mowers, mixers, street sweepers, backhoe, chipper, compressor, and small dump truck in the installation, maintenance and repair of City infrastructure, including streets, curbs, driveways, sidewalks, catch basins, ditches, storm drains, under drains, etc.

Transports persons, materials, and equipment to and from work sites; loads and unloads trucks.

Sets up barricades for work zone safety; directs traffic safely around work site.

Performs various other maintenance tasks, including but not limited to raking and preparing surfaces for asphalt application, applying and leveling asphalt, mixing and pouring concrete, installing / removing sod, etc.

Completes required records and reports with accuracy and in a timely manner.

Requires rotation on the "On-Call" list to respond to emergencies.

Works inside manholes and catch basins.

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Fuels and maintains assigned vehicles and equipment.

Enters confined space as required.

Attends training seminars and meetings as required.

ADDITIONAL JOB FUNCTIONS

Maintains clean and orderly work areas.

Performs related duties as required

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma, or GED equivalent, with two years of experience in streets / stormwater maintenance and repair work.

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

SPECIAL REQUIREMENTS

Requires a valid Florida Class "B" CDL with airbrake endorsement within six months of employment.

Certification in (MOT) Maintenance of Traffic preferred, or must be able to obtain within 12 months of employment.

Requires Confined Space certification within 12 months of employment.

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

PERFORMANCE INDICATORS

Knowledge of Job: 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 Worker I. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform job duties in an uncomfortable

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physical environment as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to prepare simple records and reports.

Human Interaction: Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maintain, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Is skilled in the operation of trucks, heavy machinery and heavy equipment. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

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

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning: Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment. Has the ability to comprehend and apply regulations, procedures and related information; is able to follow simple instructions. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to use independent judgment in performing routine tasks.

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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy objects and materials (up to 100 pounds) and occasionally heavier items.

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

Environmental Factors: Tasks require exposure to adverse weather conditions , temperature extremes , wetness/humidity, smoke/dust/pollen/dirt, disease/pathogens, strong odors, machinery hazards, traffic hazards.

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.



Public Works & Utilities Director/City Engineer

5/12/17
Date