



Position: Service Worker
Department: Public Works
Accountable to: Public Works Director
FLSA: Non-exempt, hourly

Specifications are intended to present a descriptive list of the range of duties performed. These are not intended to reflect all duties performed with the job.

SUMMARY

Maintains and repairs equipment in Parks, Streets, and Public Facilities, including small mechanical and/or plumbing needs.

DUTIES and RESPONSIBILITIES

Essential Functions:

1. Replaces, repairs, and maintains Public Works equipment and facilities.
2. Performs minor mechanical work on vehicles.
3. Performs small repair and plumbing jobs for Town buildings.
4. Completes work orders, relating to Public Works.

(These essential job functions are not to be construed as a complete statement of all duties. Employees will be required to perform other job related duties, as required.)

QUALIFICATIONS

Knowledge, Skills and Abilities:

- Knowledge of theory, principles, and techniques of maintenance functions.
- Knowledge of safety procedures relating to Public Works.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationship with Town Commission, Town staff, other governmental and regulatory officials, private and community organizations, developers, and others encountered in the course of work.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION and/or EXPERIENCE

Graduation from high school or G.E.D. equivalent; at least one year experience in local government; or an equivalent combination of training and experience.

Licenses, Certificates, Special Requirements:

A valid Florida Commercial driver's license at date of employment.

WORKING CONDITIONS

Physical and Mental Demands:

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

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; smell; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with Town staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

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.

The employee regularly works outside in various weather conditions and hazardous materials.

Must pass post-offering drug testing, criminal background and other appropriate testing and requirements as required.

SALARY RANGE

Salary starting at \$10.50/hour DOQ

The Town of Dundee is an Equal Opportunity Employer and a Drug Free Workplace