

# TOWN OF DUNDEE

## DEPARTMENT OF HUMAN RESOURCES

### Position Identification Card

<b>POSITION TITLE:</b>	<b>Service Worker 2</b>
<b>DEPARTMENT:</b>	<b>Public Works- sanitation driver/streets department</b>
<b>PAY RANGE:</b>	<b>\$13.00 - \$15.50</b>
<b>HOURS PER WEEK:</b>	<b>Full Time/40 Hours</b>
<b>BENEFIT ELIGIBILITY:</b>	<b>Full Benefits</b>

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### **JOB SUMMARY**

Under direct supervision of the Public Works Superintendent, the purpose of this position is to maintain Town parks and grounds. Work is primarily performed at/on parks and in upkeep and maintenance of Town property and lakes. Employees in this classification perform semi-skilled, manual level work and possess dexterity and manipulative ability, utilize a variety of hand tools and equipment in the performance of tasks, and usually work in adverse environmental conditions. Performs related work as required.

### **RESPONSIBILITIES**

Maintain safe and efficient operation of solid waste collection and transport equipment and vehicles Perform pre-trip/ post-trip vehicle inspections and complete daily work sheet for equipment operated. Keep work location and vehicle in order. Knowledge of – traffic laws involved in equipment operations; safe operations of and safety precautions necessary in operation of equipment, including various types of solid waste collection trucks. Ability to - communicate effectively orally and in writing; understand and carry out written and oral instructions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

### **ESSENTIAL DUTIES**

- Comply and adhere to work schedule and all written Town and Department policies and procedures.
- Cleans/clears debris and refuse from Town property and residential properties as scheduled and directed.
- Drive to and from destinations as assigned by Supervisor.
- Performs regular and preventive maintenance, and minor repair on assigned equipment.
- Operates simple to moderately complex equipment in the maintenance and upkeep of parks, ball fields, and rights-of-way, lakes, i.e., tractors, mowers.
- Performs grounds maintenance, i.e., mowing, weed eating, edging, blowing, pruning, planting, trimming, sodding and other duties as assigned.
- Operates tractor and sprayer for fertilization/weed control.
- Installs, maintains, repairs, and programs irrigation systems.
- Performs painting, cleaning, maintenance and repair on municipal property, structures, and facilities, i.e., playground equipment, fences, buildings, pools.
- Utilizes various manual, gas, and handheld electrical tools and equipment in installing or repairing playground equipment, fences, or related structures, i.e., saws, welders, drills, hammers, shovels.
- Performs minor plumbing/irrigation work as needed.
- Performs related work as directed.

Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds). Some tasks require visual and odor perception and discrimination. There is limited exposure to environmental conditions. Task may require exposure to strong odors and/or smoke, traffic hazards, extreme heat/cold or extreme weather conditions.

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**KNOWLEDGE, SKILLS & ABILITIES**

- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates, and customers with respect.
- Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.
- Meet the Town's driving standards.
- Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures, and standards.
- Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials. Requires the ability to perform coordinated movements involving placing and turning motions, such as operating a tractor, dump truck, welding equipment, chain saw, edger, weed eater, and mower.
- Requires the ability to utilize a wide variety of reference data and information, such as equipment manuals and Town policy manuals.
- Requires the ability to perform addition, subtraction, multiplication, and division.
- Requires ability to carry out instructions furnished in written, oral, or diagrammatic form.
- Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

**OTHER REQUIREMENTS:**

- CDL license
- Considerable knowledge of safety standard practices governing the operation of vehicles
- Considerable knowledge of relevant traffic laws
- Considerable knowledge of the principles, operation and servicing of trucks and related automotive equipment
- Ability to properly use, operate and care for tools, equipment, and materials and ability to perform routine maintenance and minor repairs to equipment and ability to read and understand vehicle operator's manual

**SPECIAL REQUIREMENTS:**

This position may be required to report for work when a declaration of emergency has been declared in Polk County. The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability, or any other legally protected status.

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**