**TOWN OF DUNDEE**DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

**POSITION TITLE: Service Worker 1**

**DEPARTMENT: Public Works- Parks & Recreation**

**PAY RANGE: $10.50 - $12.00**

**HOURS PER WEEK: Full Time/40 Hours**

**BENEFIT ELIGIBLITY: Full Benefits**

**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.

**ESSENTIAL DUTIES**

* Comply with all written Town policies and procedures.
* Adhere to assigned work schedule as outlined in Town and department attendance policies and procedures.
* Drive to and from destinations as assigned by Supervisor.
* 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.
* Performs regular and preventive maintenance, and minor repair on assigned equipment.
* 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.
* Cleans/clears debris and refuse from Town property regularly.
* Performs minor plumbing/irrigation work as needed.
* Performs related work as directed.

**MINIMUM QUALIFICATIONS/PHYSICAL DEMANDS**

High school diploma or GED.

Class B CDL Driver's License in good standing required.

***Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.***

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.

**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**

In order for us to continue to achieve our primary function of making Dundee a better place to live, work, and raise a family, we hold these expectations for all employees.

* Learn and demonstrate an understanding of how team, department, and Town goals are interconnected.
* Contribute to a positive work culture.
* Maintain regular and reliable attendance.
* Ability to assess his/her work performance or the work performance of the team.
* Contribute to the development of others and/or the working unit or overall organization.
* Ability and willingness to work as part of a team, to demonstrate team skills, and to perform a fair share of team responsibilities.
* Ability to continuously learn and develop through a mix of internal and external training opportunities, and if applicable, encourage subordinates to do the same.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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.