

# TOWN OF DUNDEE

## DEPARTMENT OF HUMAN RESOURCES

### Position Identification Card

<b>POSITION TITLE:</b>	<b>Service Worker 1</b>
<b>DEPARTMENT:</b>	<b>Public Works- Parks &amp; Recreation/Streets Department</b>
<b>PAY RANGE:</b>	<b>\$13.00 - \$15.00</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.

#### **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.
- Storm water level 1 certification (or obtain within 12months of hire date)

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, 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**

### Working Conditions and Physical Abilities:

Some work is performed indoors with prolonged sitting and fine manipulation skills required for computer use. Inspections are performed outdoors and require combinations of standing and walking, with occasional lifting of 10-20 lbs. The environment is sometimes stressful in trying to meet customer needs and/or issuing correction and stop-work notices for non-compliance. There is some exposure to sun, noise, fumes, odors, and dust as well as to poor ventilation, slippery work surfaces and the hazards related to water and electricity during inspections. Use of protective clothing such as hardhat, steel-toed boots, and safety vest and rain gear may be required at times. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office machinery. Must have an ability to hear and speak clearly both in person and on the telephone.

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