

JOB DESCRIPTION

CITY OF OAKWOOD, GEORGIA

JOB TITLE: Public Works Worker

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for the performance of public works operations to include solid waste collection/recycling, streets & drainage system maintenance, fleet maintenance, and buildings & grounds upkeep.

ESSENTIAL DUTIES:

- Performs right of way/street maintenance activities to include:
 - Pavement repairs
 - Shoulder maintenance
 - Signage and markings
 - Vegetation maintenance
 - Litter control
 - Stormwater system maintenance
- Solid waste collections:
 - Solid waste pickup and disposal
 - Recycling collections
 - Limb pickup and chipping operations
- Performs building and grounds repair and maintenance activities which include, but not limited to:
 - Installation and repair to plumbing systems, including pipes, sewer lines, and standard and institutional fixtures.
 - Painting building interiors and exteriors.
 - Rough and finished carpentry work which include building additions/alterations, furniture/fixture repairs, and new buildings.
 - Roof repairs.
 - Flooring installations.
 - Landscape and vegetative maintenance.
- Operates heavy equipment as needed which include, but not limited to:
 - Tractor, bobcat, excavator, wood chipper, garbage truck, dump truck and backhoe
- Performs basic fleet maintenance which include, but not limited to:
 - Change oil and filters.
 - Replace worn or damaged brakes and rotors.
 - Rotating tires or patching holes.
 - Replacing worn or broken items such as alternators, radiators, belts and pulleys.
- Monitors work assigned to community service workers.
- Operates and maintains City swimming pool
- Responds to emergency calls after regular work hours.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of the policies, procedures, principles, and practices of the City and operations and functions of the Public Works Department.
- Knowledge of the terminology used within the department.
- Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job.
- Knowledge of street and drainage system construction, maintenance and repair methods and procedures.
- Knowledge of techniques and principles for automotive and equipment maintenance and repair.
- Knowledge of equipment operations and maintenance.
- Knowledge of specialized tools, equipment, and machines
- Skill in supervision
- Skilled in the use of calculators, and general office equipment.
- Skill in verbal, written and interpersonal communications.
- Skill in operating various vehicles, machinery, and equipment.
- Skill in plumbing, painting, general building maintenance, carpentry, and grounds maintenance.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to plan, organize and/or prioritize daily assignments and work activities.
- Ability to comprehend and apply regulations and procedures of the department.
- Ability to assemble information for written reports and documents in a concise, clear, and effective manner.
- Ability to handle required mathematical calculations.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to effectively communicate and interact with contractors, management, employees, members of the general public, and all other groups involved in the activities of the City as they relate to the Public Works Department.

SUPERVISORY CONTROLS:

The Public Works Supervisor assigns work in terms of tasks and or work orders. Work consists of technical and physical tasks. The work load and duties vary from hour to hour, contributing to the complexity of the work. Work is reviewed through reports, and observation of employee activities for accuracy and results.

GUIDELINES:

Guidelines include state Department of Transportation and Environmental Protection Division requirements, relevant state and federal laws, local ordinances, city policies and procedures, and construction specifications. These guidelines require judgment, selection and interpretations in application.

COMPLEXITY:

The work consists of physical and technical duties related to Public Works Operations.

SCOPE AND EFFECT:

The purpose of this position is to maintain the operations of the Public Works Department. Successful performance in this position assures the City streets and drainage systems, solid waste operation, City buildings and grounds, and City vehicles and equipment items are maintained in a safe, effective and cost efficient manner. Errors made in the performance of this job are easily detected.

PERSONAL CONTACTS:

Contacts are typically with co-workers, other City employees, County employees, utility company personnel, community service workers and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to exchange information and assist with resolving problems.

WORK ENVIRONMENT:

Work is typically performed both indoors and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional inclement weather.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of maintenance equipment including a tractor, dump truck, excavator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of thirty to fifty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information. Includes giving assignments and/or directions to community service workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures such as maintenance manuals, blue prints, drawings, etc. Requires the ability to write reports with proper format, and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisor; to explain daily activities; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using heavy equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, heavy equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency or dealing with maintenance situations where it is hard to recognize the occurring problem.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

MINIMUM QUALIFICATIONS:

- Completion of high school/GED, supplemented by course work or specialized training in construction and construction-related subjects is required.
- Experience sufficient to thoroughly understand principles relevant to the major duties of the position, usually associated with five (5) or more years experience in a similar position.
- Possession of or ability to readily obtain a valid driver's license by the State of Georgia for the type vehicles and equipment operated. CDL Class B license is desirable.

- Possession of or ability to complete State Corrections Officer Certification to oversee State prisoners is preferred.