

## **Public Services Crew Member**

### **NATURE OF WORK**

This is entry-level and manual maintenance work learning and performing a variety of street and general maintenance activities, which require little or previous experience or training. Work involves learning to perform a variety of maintenance activities, including form and finish concrete, dig ditches, maintain grounds, spread road materials, read and install water meters, and operate or learn to operate a variety of simple power tools, small trucks, and other equipment. Installs water and sewer mains and service taps.

### **SUPERVISION**

Work is performed under the direction of maintenance supervisor. Instructions are received at the beginning of each new assignment. Work is reviewed and feedback is provided for learning purposes through observation of results obtained.

### **ESSENTIAL FUNCTIONS OF THE JOB**

(may perform one or more of the following sets of duties)

Forms, pours, and finishes concrete, spreads gravel, dirt, tar, and other materials in the repair of roads and sidewalks, loads and unloads bobcat and other trucks.

Performs a variety of grounds maintenance work, including planting trees and shrubs, mowing grass, clearing areas of brush and trees, and other seasonal tasks, such as snow removal, raking of leaves, cutting grass, using weed-eater, shoveling snow, trimming shrubs.

Assists in repairing water and wastewater lines; assists in jetting sewer lines and cleaning manholes; digs ditches.

Assists in preparing and painting walls and buildings; makes minor repairs to town buildings; assists in minor construction/ repair, carpentry, electrical, and plumbing work.

Operates a variety of standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.

Assists with special pickups; washes trucks; greases and maintains trucks; clears debris from ditches.

Assists with maintenance of parks, rights-of-way, and town property.

Assists with maintenance of sewer lift stations.

Reads and Installs water meters.

Performs work, on call, in emergencies.

In order to maintain a team-work environment position must be willing to perform other duties that may also be assigned by supervisor and/or Town Manager.

#### MINIMUM REQUIREMENTS OF WORK

Ability to read and write or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Some knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Some knowledge of the occupational hazards and safety precautions of the work.

Ability to learn the methods, materials, and equipment used in building and grounds maintenance work.

Ability to learn to operate and control power tools, small trucks and equipment, snow plows, and other equipment.

Ability to understand and follow both oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to load and unload materials.

Ability to lift heavy objects, dig, bend, and lift while making repairs.

Ability to judge distance effectively in operating all equipment.

Ability to stand and sit for long periods of time.

Ability to perform varied and strenuous physical manual work for prolonged periods of time, in extreme weather conditions.

#### NECESSARY SPECIAL REQUIREMENTS

NC CDL Driver's License.

#### ADA COMPLIANCE

**PHYSICAL ABILITY:** Strength and agility sufficient to lift and maneuver heavy objects, such as bags of cement, heavy tools and equipment; to climb into and operate large equipment, trucks; and to walk over rugged terrain, etc. Ability to withstand working outside in all extreme weather conditions.

**VISUAL ABILITY:** Ability sufficient to operate heavy equipment and trucks by day and night; to observe unsafe conditions of roadways; and to read and write reports, correspondence, instructions, etc.

**HEARING ABILITY:** Ability sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

**SPEAKING ABILITY:** Ability sufficient to communicate effectively with other individuals, in person, over a telephone, or on a radio.

#### **SPECIAL NOTE**

This generic class specification gives a sound overview of the job class, its essential functions, and necessary job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist provided lengthy details about the one specific position. These documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions