

# CITY OF SEDALIA, MISSOURI

Job Description



<b>Job Title:</b>	<b>PUBLIC WORKS SERVICE WORKER</b>		
Department:	Public Works		
Supervisor:	Public Works Supervision Structure		
Date:	February 2012	Position No.	PW/16
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for performing service and maintenance work on Public Works projects.

## Job Scope:

The purpose of this position is to perform street maintenance work on Public Works projects. Successful performance helps ensure the provision of safe and effective Public Works projects.

## Essential Duties and Responsibilities:

1. Repairs streets, curbs, sidewalks, and driveways; repairs potholes; seals cracks.
2. Trained by Sewer Dept to maintain waste-water in the garage. (signs up, trash lids closed, etc)
3. Accompanies a refuse truck to pick up trash and empty dumpsters.
4. Sanitation Department: picks up and disposes of animal remains.
5. Pick up recycling locations.
6. As needed, weld, construction
7. Mows grass and edges sidewalks.
8. Trims and removes trees and brush.
9. Performs preventative maintenance on tools, equipment, and vehicles.
10. Fuels, washes, and cleans trucks and equipment.
11. Power washes dumpsters for local businesses; repairs and replaces dumpsters.
12. Forms, pours, and finishes concrete.

13. Performs custodial duties; cleans and restocks restrooms.
14. Maintains a clean work area.
15. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. Ability to use hand tools
3. Missouri drivers license
4. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of safety precautions.
2. Knowledge of traffic laws.
3. Knowledge of the geography and boundaries of the city.
4. Ability to read and write.

**Guidelines:**

1. City codes and ordinances
2. The employee handbook and safety regulations.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related street maintenance duties. Inclement weather and traffic contribute to the complexity of the work

**Principal Working Relationships:**

1. Co-workers, other city employees.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

None.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee lifts light and heavy objects, climbs in and out of equipment and uses tools or equipment requiring a high degree of dexterity. The employee may be required to distinguish between shades of color.

**Work Environment:**

The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, gloves, safety glasses and work boots.