

POSITION DESCRIPTION

Class Title: Street Maintenance / Utility Helper / Laborer II

Department: Public Works & Utilities

Grade Number: PW&U - II

Date: February 11, 2003

GENERAL PURPOSE:

Performs a variety of unskilled or semi-skilled maintenance work and general labor tasks, operates a variety of small equipment, mowers and other equipment in the construction, repair and maintenance of city facilities, streets, rights-of way, limb and leaf pick-up, storm drainage areas and other work as deemed necessary.

SUPERVISION RECEIVED:

Works under the supervision of the Director of Public Works & Utilities and/or his designee.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists assigned Truck drivers in the pick-up and disposal of debris and other materials to include but not limited to, limbs, leaves, dirt, gravel and other materials as may be directed.

Assists in repairs and general maintenance of, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly as may be directed.

Maintains a variety of records relating to work performed, to include number of loads hauled, type debris picked up or other work assigned.

Assists in locating underground utilities prior to digging activities.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; and communicates findings to supervisor for corrective action.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Ensures the proper maintenance of equipment and tools used are cleaned and inspects equipment and tools after use to ensure operational readiness.

Drives trucks on occasion of various types, sizes and weights as may be assigned and performs loading, unloading of materials in a safe manner.

Assists and performs on occasion routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Services distribution system, sewer lift and other pumps under direct supervision of Utilities Supervisor.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from high school education or GED equivalent, and
- B. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- A. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B. Skill in operation of some of the listed tools and equipment.
- C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid Georgia State Driver's license and ability to obtain a CDL license within six months of appointment.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Burt Edwards
Supervisor

Approval: [Signature]
Appointing Authority

Effective Date: 02/11/2003

Revision History:

Revised: 01/30/2014

Revised: 08/12/2019