

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: Labor Maintenance II

Department: City-wide

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Assigned Supervisor

Subordinate Staff: None

Other Internal Contacts: Community Appearance; Public Works

External Contacts: General Public; Local Businesses

Job Summary

Under the general supervision of assigned supervisor, the employee performs routine manual tasks using a variety of tools and equipment as part of a labor and maintenance crew assisting with the layout and maintenance of City properties. The employee operates small equipment in the performance of maintenance duties. The employee clears areas of debris, cuts grass, trims shrubs, and removes debris and trash from sidewalks and drainage areas. Employee performs routine maintenance inspections on assigned equipment, notifies the Supervisor of equipment failures, and may assist with repairs. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens. This job description is written generically in order to meet requirements for several City departments. Duties listed are inclusive of several City departments and may not apply to a specific department.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Equipment Operation and Maintenance. Operates and performs maintenance on light equipment using proper safety gear in order to efficiently perform assigned tasks.

1. Drives light tractor and operates bush-hog to clear debris.
2. Drives light trucks to and from work sites.
3. Digs ditches and holes for various purposes.
4. Moves and carries pipe, lumber or other materials.
5. Uses power equipment and hand tools to maintain the City's right-of-way (ROW), City cemeteries, and drainage areas.
6. Uses a chainsaw to cut trees and bushes.
7. Uses hand and power tools to accomplish assigned tasks.
8. Pressure washes outside facilities and sidewalks
9. Performs small engine repairs.
10. Performs daily and monthly safety and maintenance inspections on assigned equipment.
11. Monitors gauges and other indicators during equipment operation for non-standard conditions.
12. Fuels and re-fuels assigned equipment.
13. Reports equipment maintenance status to the supervisor.
14. Assists with opening and closing graves.
15. Sets and resets cemetery headstones.
16. Levels and resets headstones on graves.

ESSENTIAL FUNCTION: Manual Labor. Performs manual labor and tasks to assist in repairing and maintaining roads and road ways.

1. Receives daily tasks and assignments from supervisor.
2. Communicates with supervisor through the use of two-way radio.
3. Performs flagman duties and directs traffic around work sites.
4. Ensures proper signage is visible during maintenance operations.
5. Shovels dirt, asphalt, rocks, and other materials and debris.
6. Loads and unloads construction and repair materials and supplies.
7. Cleans ditches and cuts back bushes and weeds.
8. Cuts grass, trims bushes, prunes shrubs, edges, weeds, rakes and blows leaves, and other tasks.
9. Maintains trees, flowers and shrubs; fertilizes, prunes, treats with insecticides and herbicides as needed.

10. Maintains all shrub and flowerbeds; spreads chips, sprays insecticides and fungicides, pulls and sprays for weeds.
11. Plants new trees, flowers and shrubs, etc.
12. Maintains ornamental grass, mows using specialized turf tractor or push mowers, edges, and top dresses.
13. Sprays insecticides, fungicides and herbicides according to directions.
14. Digs trenches, assists in setting pipe.
15. Installs and cleans drainpipes.
16. Lifts and carries items weighing over 50 lbs.

ESSENTIAL FUNCTION: Department Operations. Performs tasks to support department objectives and functions.

1. Assists in performing preventive maintenance and minor repairs.
2. Mixes herbicides according to policies, procedures, and practices.
3. Wears and consistently utilizes safety gear and devices.
4. Assists in placing and removing holiday decorations in the city.
5. Moves furniture and performs event setup for scheduled activities.
6. Trains and orients new employees.
7. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. Knowledge of small engine repair.
3. Knowledge of operation and maintenance of lawn care equipment, including edger, weed eater, zero turn, bush hog, etc.
4. Knowledge of the preventative maintenance techniques for equipment.
5. Knowledge of basic horticulture and landscaping practices and techniques
6. Knowledge of simple hand tools and their use.
7. Knowledge of basic plumbing, carpentry, and landscaping maintenance.
8. Knowledge of basic troubleshooting techniques and methods.
9. Knowledge of basic office and scheduling techniques and procedures.
10. Knowledge of various types of herbicides and environmental effects.
11. Knowledge of traffic rules and regulations.
12. Knowledge of safety rules including accident causation and prevention.
13. Reading skills to comprehend operator manuals, directions and instructions.
14. Verbal skills to communicate effectively with supervisor and co-workers.
15. Writing skills to clearly and neatly complete routine forms and records.
16. Math skills to perform basic calculations (add, subtract, multiply, divide).
17. Hand-eye skills to properly operate equipment and use basic hand tools.
18. Skill in maintaining plants, sod, and shrubbery.
19. Ability to mix herbicides in a safe and efficient manner.

20. Ability to use and operate power and hand equipment.
21. Ability to perform strenuous work and lifting requiring freedom of bodily movement and conditioning.
22. Ability to multi-task and organize.
23. Ability to wear personal protective equipment (PPE).
24. Ability to lift and carry moderately heavy items and equipment.
25. Ability to deal with the public in a courteous manner.
26. Ability to work with minimal supervision.
27. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Two (2) years of related work experience in general maintenance activities; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license and be insurable.
4. Licensed or certified herbicide applicator or ability to obtain within twelve (12) months of hire (as required).
5. Ability to work non-standard work hours.
6. Ability to travel throughout the City.
7. Ability to pass a background check and drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date