

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: Labor Maintenance - I

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: All Departments

External Contacts: General Public; Local Businesses

Job Summary

Under the supervision of assigned supervisor, the employee performs routine manual tasks using a variety of tools as part of a labor and maintenance crew. The employee uses hand and power tools to accomplish assigned work; also drives light, crew cab trucks. The job requires compliance with safety measures. Employee may perform flagman duties, and routine mechanical servicing of small engines. This is an entry level position. 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 and Tool Use. Utilizes equipment and tools in a safe and accurate manner to accomplish assigned work.

1. Utilizes tools and equipment correctly and for the purposes as designed.
2. Operates a variety of hand tools, such as saws, rakes, axes, shovels, and sledge hammers, to perform manual labor.
3. Operates small engine power equipment, such as saws, drills, weed eaters, and chain saws to accomplish assigned tasks.
4. Drives and operates lawn mowers.
5. Utilizes designated personal protective equipment (PPE) and other safety measures.
6. Drives crew cab trucks and trucks used in spraying for mosquitoes.
7. Cleans and maintains tools and equipment.
8. Returns tools and equipment for proper storage.
9. Reports malfunctioning or damaged tools and equipment.
10. Informs supervisor of supply needs.

ESSENTIAL FUNCTION: Assigned Project Work and Tasks. Performs work as assigned to contribute to the operation of the department and required functions.

1. Receives assignments; follows tasks as prioritized.
2. Directs traffic around or away from work sites and from the right-of-way where work is being performed.
3. Cuts grass.
4. Cleans out gutters and ditches.
5. Cleans out traps during and following rain or storms.
6. Forms and pours concrete for repairs to driveway access to roadways.
7. Paints curbs and streets.
8. Paints designated directions onto streets, such as with walk-ways.
9. Changes out traffic light bulbs; takes specific safety precautions.
10. Sprays for mosquitoes according to established schedule or as assigned.
11. Performs related tasks and work as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and departmental rules, regulations, policies and procedures.

2. *Knowledge of the City road system and City property locations.
3. Knowledge of traffic rules and regulations.
4. Knowledge of the safe operation and maintenance of hand tools and equipment.
5. Knowledge of basic small engine maintenance.
6. Knowledge of safety rules including accident causation and prevention and worksite safety regulations.
7. Reading skills to understand, and interpret daily schedule, traffic signs, and other road signs.
8. Verbal skills to communicate effectively with supervisor, co-workers, and public.
9. Writing skills to clearly and neatly complete routine forms records, and notes.
10. Math skills to perform basic calculations (add, subtract, multiply, divide).
11. Skills to listen and follow verbal instructions.
12. Skills and ability to operate various power and hand tools.
13. Ability to work well with co-workers.
14. Ability to work in all weather conditions and extremes.
15. Ability to climb on and crawl under culverts, gutters, and ditches.
16. Ability to lift and move objects greater than 50 lbs.
17. Ability and manual dexterity to safely operate various pieces of equipment.
18. Ability to follow written and oral instructions.
19. Ability to wear personal protective equipment (PPE).
20. Ability to drive throughout the City.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Two (2) years of work experience in construction, maintenance, or mechanical servicing; 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. Ability to work non-standard hours and respond to call-out during emergency situations.
5. Ability to work non-standard hours.
6. Ability to travel throughout the City.
7. Ability to pass a background check and random 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