



City of Powell Position Description

Position Title: Service Worker
FLSA Status: Non-Exempt
Reports to: Director of Public Service
Employment Type: Full-time

Pay Grade: Union Contract
Service Type: Classified
Revision Date: August 2021

Nature of Work – General Description:

This is semi-skilled to skilled maintenance, repair, and construction work in a variety of areas including public works, facilities, equipment and parks maintenance. Work involves responsibility for performing a variety of tasks in the maintenance, repair, and construction of streets, parks, storm, sewers, drainage, cemetery, buildings and related public works facilities. Work includes the operation of motorized equipment and requires heavy physical labor.

Essential Functions of Work:

(May not include all duties performed)

- Operates various types of equipment and performs a variety of tasks in the maintenance, repair and construction of streets, street right-of-way, parks, storm sewers, cemetery, and related facilities.
- Operates dump truck, tractor, mowers, backhoe, skid steer, chipper and other equipment; drives dump truck with snow plow and spreader in performing snow and ice control duties.
- Forms, pours, and finishes sidewalks and curbs; operates concrete saw, air hammer, and various power tools.
- Performs street and park maintenance and repair tasks including removing asphalt, patching potholes and cracks, tree trimming and park restoration, installation and maintenance of signs and street lights, mowing and landscaping duties.
- Performs basic vehicle repairs and maintenance; operates equipment safely, efficiently, and effectively; performs routine maintenance and repair or minor adjustments to equipment; reports any special repair needs as necessary.
- Performs a variety of tasks requiring heavy physical labor and agility.
- Prepares records on work performed and equipment used.
- Responds to emergency repair requirements.
- Promotes and maintains responsive community relations at all times.
- Follows safe working practices and procedures.
- Works Special events, as requested.
- Performs related work as required or as assigned.

Knowledge, Skills, and Abilities:

- Considerable knowledge of common hand tools, materials, and standard equipment used in maintenance, repair and construction work.
- Considerable knowledge of the use and maintaining of reports, records, and files.
- Knowledge of the safety precautions and hazards of the work.

- Knowledge of the practice, methods, and materials used in maintenance, repair, and construction of public streets, and related public works and facilities.
- Knowledge of the operation and maintenance requirements of trucks, tractors, mowers, backhoes, and similar public works equipment.
- Ability to understand and follow oral and written instructions.
- Skill in the care and operation of assigned equipment.
- Ability to communicate with the public tactfully and courteously.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to effectively and discreetly convey information.
- Thorough knowledge of business English usage and practice. Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to effectively and discreetly convey information.
- Ability to communicate with the public tactfully and courteously.
- Ability to attend work in a consistent, dependable and prompt manner.

Minimum Qualifications:

- a. Education.** High School diploma or equivalents.
- b. Experience.** Experience performing maintenance, construction, or repair work; or any combination of training and experience that provides the following knowledge, abilities, and skills.
- c. Licensure or Certification Requirements.** Possession of or willingness to obtain licenses and certifications as related to public works.
- d. Other.** Valid commercial driver's license, State of Ohio (Class "B") CDL with Air Brake endorsement; ability to be insured by City's insurance. Ability to drive at night.

Working Environment and Conditions:

- Physical strength and agility sufficient to perform relatively heavy manual work.
- Physical ability to work outdoors in/during inclement weather and adverse conditions
- Work hours beyond the set schedule which at times may include evenings, overnight, weekends and holidays.