

# POSITION DESCRIPTION

## CITY OF SYLVANIA

An Equal Opportunity Employer

---

Job Title: **Public Works Serviceman – Parks & Forestry**

Department: **Public Service**

Division: **Parks & Forestry**

Pay Grade:

hourly (X) salary ( )

non-exempt (X) exempt ( )

Immediate Supervisor: **Foreman of Parks & Forestry**

Positions Supervised: **Public Works Serviceman  
Laborer(s)  
Temporary/Seasonal Workers**

### **JOB RESPONSIBILITIES:**

The Public Works Serviceman, under the supervision of the Foreman of Parks & Forestry, performs unskilled, semi-skilled and skilled tasks as it relates to the Division of Parks & Forestry Division. The Public Works Serviceman may be assigned to supervise the work of laborers or less experienced Public Works Servicemen.

### **QUALIFICATIONS:**

Ability to read, write and follow oral and written instructions, valid Class B CDL with air-brake endorsement, experience in landscape horticulture preferred.

### **KNOWLEDGE and ABILITIES:**

Knowledge of departmental and divisional policies, as well as horticulture and its related fields of application. Ability to maintain records; communicate effectively in oral and written form, prepare reports in oral and written form; respond and act in emergency situations; handle inquiries from the public and officials; interpret drawings and prints; work with various contractors and tradespeople; work in adverse weather conditions; demonstrate physical fitness required for manual labor; to bend over, kneel, pull, lift and carry moderately heavy objects and climb ladders; develop and maintain effective working relationships with the public, officials, co-workers and supervisors. Prefer individuals with knowledge of plant material, identification, nomenclature and their physiology.

**DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

**EQUIPMENT OPERATION**

- \* Dump truck
- \* Garbage collection truck (green yard waste)
- \* Four wheel drive vehicles
- \* Manual transmission vehicles
- \* Vehicles pulling trailers
- \* Tractors with implements
- \* Various kinds of power mowers
- \* Aerial lift truck/chain saws/chipper
- \* Equipment used in turf maintenance
- \* Agriculture spray equipment
- \* Tub grinder

**PARKS & FORESTRY SERVICES**

- \* Plants flowers, trees, shrubs and turf
- \* Maintains public grounds, landscape plantings and turf areas
- \* Installs and maintains playground equipment
- \* Identifies pest and disease problems
- \* Performs chemical applications
- \* Collects and enters data for the street tree inventory
- \* Maintains tree health according to acceptable arboriculture practices
- \* Plants new street trees
- \* Open and closes graves for burials
- \* Pours concrete for monument bases
- \* Plants flowers, trees, shrubs and turf
- \* Maintains landscape plantings and turf areas
- \* Collection and processing of green yardwaste
- \* Processing of finished compost, firewood and woodchips
- \* Delivers compost, firewood and woodchips

**MISCELLANEOUS and SPECIAL ASSIGNMENTS**

- \* Sets up and takes down equipment for special events
- \* Assists public event participants and/or volunteers
- \* Performs routine maintenance and repair on equipment
- \* Assists in shop maintenance duties

**SUPPLEMENTAL WORK ASSIGNMENTS**

- \* Performs duties in other areas as requested