

POSITION DESCRIPTION

CITY OF SYLVANIA

An Equal Opportunity Employer

Job Title: **Public Works Serviceman – Streets**

Department: **Public Service**

Division: **Streets**

Pay Grade:

hourly (X) salary ()

non-exempt (X) exempt ()

Immediate Supervisor: **Streets Foreman**

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

JOB RESPONSIBILITIES:

Under general supervision, the Public Works Serviceman performs unskilled and semi-skilled maintenance tasks requiring some training and/or experience. 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 instruction; and a class A CDL with a tanker endorsement with an acceptable driving record.

KNOWLEDGE and ABILITIES:

Knowledge of departmental policies and procedures; road repair techniques; snow and ice removal techniques; and safety procedures. Ability to follow oral and written instruction; interpret plans and specifications; work independently or in a group; perform repetitive manual labor; work in adverse weather conditions; use manual and power tools; operate heavy equipment; operate power mowers; demonstrate physical fitness required for manual labor; lift and carry moderately heavy objects from one location to another; and develop and maintain effective working relationships with the public, co-workers and supervisor.

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

EQUIPMENT OPERATION

- * End loader
- * Hoist
- * Street sweeper
- * Salt spreader
- * Power screed
- * Tar kettle
- * Backhoe
- * Concrete saws
- * Compactor
- * Leaf Loader
- * Power saw
- * Air Hammer
- * Cement Mixer
- * Snow Blower
- * Two-Way Radio
- * Pumps
- * Tractor
- * Paint Machine
- * Drag Bar
- * Roller
- * Dump truck with or without snow plow

ROAD MAINTENANCE

- * Breaks and removes concrete from streets and sidewalks
- * Prepares survey grades
- * Fills and patches street with hot mix and cold patch
- * Constructs street forms
- * Mixes and pours concrete for street and sidewalk repair
- * Paints lines on streets
- * Repairs and maintains traffic lights and signs
- * Cleans streets with street sweeper
- * Raises and lowers manholes

ICE AND SNOW REMOVAL

- * Removes ice and snow from streets and sidewalks
- * Spreads salt on city streets and sidewalks
- * Shovels snow
- * Remains on call 24 hours a day

LEAF PICKUP

- * Rakes leaves
- * Cleans sewers and drainage structures of leaves and debris
- * Removes downed trees and branches
- * Loads leaves and branches into leaf loader
- * Hauls leaves to disposal site

MAINTENANCE

- * Performs routine maintenance and repair on equipment:
 - Checks fluid levels
 - Tightens bolts
 - Lubricates fittings
 - Washes and cleans equipment
 - Changes oil and filters

- Repairs and replaces tires
- * Assists in maintenance duties:
 - Picks up trash
 - Sweeps and mops floors
 - Cleans restrooms
 - Paints inside and outside of building

SUPPLEMENTAL WORK ASSIGNMENTS

- * Performs duties of the Public Works Service Workers in other sections as requested

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- * Attends meetings and serves on temporary committees as requested
- * Prepares and maintains records and reports
- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
- * Performs additional duties and assignments, as requested