

**CITY OF OBERLIN JOB DESCRIPTION**  
**Service Maintenance Worker**

<b>Title:</b>	Service Maintenance Worker	<b>Department:</b>	Public Works
<b>Supervisor:</b>	GMD Superintendent or B&G Superintendent	<b>Position(s) Supervised:</b>	N/A
<b>Status:</b>	Full-time	<b>Civil Service Status:</b>	Classified/Non-Competitive
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	IBEW	<b>Pay Grade:</b>	Per IBEW Contract
		<b>Schedule:</b>	Regular business hours, responds to call-outs in times of emergency or other times of need, and other hours as needed.

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:** The Service Maintenance Worker is responsible for performing a wide variety of work as assigned in three sub-classifications: 1) the construction, maintenance and repair of roadways and utilities; 2) buildings and grounds maintenance; and 3) all aspects of solid waste collection, transfer and processing.

The Service Maintenance Worker shall work with some independence and be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Service Maintenance Worker shall demonstrate effective performance through clear, concise communication; teamwork; proper utilization of resources; personal accountability; and responsibility.

This job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

**Minimum Qualifications:** Requires a high school diploma or equivalent. Must be able to perform heavy manual labor. Must have the ability to follow verbal and written instructions. Must be able to work safely and responsibly with little supervision.

Additional minimum qualifications are listed under the primary job duties for each sub-classification. Must meet weight limit necessary for safe use of ladder. Employees required to use a ladder or bucket truck must remain in compliance with the weight restrictions for ladders and bucket trucks in order to be in compliance with the OSHA General Industry Standards. Weight limits must be met and will be enforced for this position.

The position requires a valid state of Ohio driver's license (with special endorsements, see below). An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Primary Job duties:** *Essential functions are identified by an "\*" and are based on actual assignment.*

### **1. Construction**

- Operates heavy equipment such as trucks, tractors, back hoes, sludge equipment, rollers, snow plows, compressors, loaders, brush chipper, leaf vacuum machine, street sweeper, etc. Operates specialized equipment used in the maintenance of streets and underground utilities.\*
- Operates power and hand tools.\*
- Adjusts and regulates equipment.\*
- Repairs and maintains streets, curbs and sidewalks by laying asphalt and concrete, filling potholes, pavement marking, sign maintenance and installation.\*
- Assists in the maintenance, repair and improvement of the storm and sanitary sewer systems.
- Plows snow, spreads de-icers.\*
- Performs routine and non-routine maintenance work on buildings, grounds, facilities and equipment.\*
- Performs manual labor as required for city operations.\*
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.\*
- Attends required training.
- Accurately completes assigned paperwork/documentation.
- Fills in on Refuse & Recycling and/or Buildings & Grounds crews as assigned.\*
- Performs other related duties as assigned.

### **Special Qualifications and Job Requirements**

- Requires a valid Class B Ohio Commercial Driver's License with Air Brakes and Tanker Endorsements.
- Must be available for rotating stand-by assignment.
- Must have the ability to work in trenches.

### **2. Buildings & Grounds**

- Operates heavy equipment such as trucks, tractors, back hoes, industrial mowers, snow plows, compressors, loaders, brush chipper, leaf vacuum machine, etc.\*
- Operates power and hand tools.\*
- Adjusts and regulates equipment.\*
- Maintains and improves the City's parks and park facilities. Constructs and repairs park equipment and amenities. Installs and maintains trees, shrubs, flowers and other plantings on public property and within the rights-of-way.\*
- Removes snow, spreads de-icers.\*
- Maintains and improves Westwood Cemetery including mowing and trimming, brush, leaf and trash removal, headstone installation and maintenance, etc. Performs highly sensitive customer service including placement and location of graves, assistance at funerals, grave-site maintenance, traffic control and responding to inquiries.\*

- Maintains, constructs, renovates, services and repairs City facilities including plumbing, electrical, masonry, carpentry, welding, etc. Performs routine and non-routine maintenance work on buildings, grounds, facilities and equipment.\*
- Assists the Recreation Division and various community organizations to support recreational programming and events.\*
- Performs manual labor as required for city operations.\*
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.\*
- Attends required training.
- Accurately completes assigned paperwork/documentation.
- Fills in on Refuse & Recycling and/or Construction crews as assigned.\*
- Performs other related duties as assigned.

### **Special Qualifications and Job Requirements**

- Requires a valid Class B Ohio Commercial Driver's License with Air Brakes Endorsement within 12 months of date of hire.
- Must be available for rotating stand-by assignment.

### **3. Refuse & Recycling**

- Operates heavy equipment including refuse and recycling collection vehicles, trucks, back hoes and loaders, brush chipper, leaf vacuum machine, recycling processing equipment, etc.
- Operates power and hand tools.\*
- Washes, inspects and lubricates refuse and recycling equipment between service maintenance intervals. Adjusts and regulates equipment as required.\*
- Responsible for the completion of each daily route in residential and commercial refuse and recycling collection as assigned.\*
- Positions dumpsters, performs large trash collection.\*
- Collects, sorts, separates, processes and delivers recyclable materials.\*
- Performs routine and non-routine maintenance work on buildings, grounds, facilities and equipment.\*
- Performs manual labor as required for city operations.\*
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.\*
- Attends required training.
- Accurately completes assigned paperwork/documentation.
- Fills in on Construction and/or Buildings & Grounds crews as assigned. Performs other related duties as assigned.\*

### **Special Qualifications**

- Requires a valid Class B Ohio Commercial Driver's License with Air Brakes and Tanker Endorsement.

**The following apply to each of the sub-classifications:**

**Supervision:**

- a. Works under the supervision of the Superintendent and/or Crew Chief as assigned.
- b. May supervise intermittent or part-time employees.

**Unusual or Special Working Conditions:**


- Responds to call-outs in times of emergency or other times of need.
- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Significant levels of physically demanding effort may be required.

**Required Knowledge, Skills and Abilities:**


- Knowledge of basic safety principles and practices.
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public.
- The ability to listen to and understand information and ideas presented verbally, with the ability to verbally communicate information and ideas.
- Basic reading, writing and math skills.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.

**Work Environment:** The work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

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Employee Signature/Date

 04-07-11

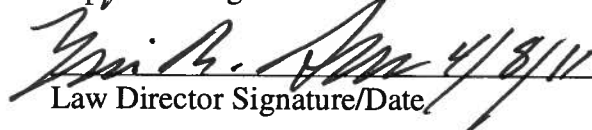
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Human Resources Signature/Date

 4/7/11

\_\_\_\_\_  
Appointing Authority Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

4.8.2011

 4/8/11

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Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A