

Position No: 0154

Pay Range: 7

Date: August 28, 2002

## **POSITION DESCRIPTION**

### **CITY OF CONCORDIA**

**POSITION TITLE:** Public Works Municipal Service Worker  
**POSITION REPORTS TO:** Public Works Foreman/Director of Public Works  
**PURPOSE OF THE POSITION:** This position is responsible for routine maintenance of streets, alleys, storm sewers and traffic control devices.

### **JOB FUNCTIONS**

#### **Essential Functions**

1. Operate small tractors and equipment.
2. Perform custodial and maintenance duties on all departmental buildings and structures.
3. Assist in the maintenance or construction of streets, alleys, storm sewers and traffic control devices.
4. Serve as flagman on construction and maintenance projects.
5. Operate dump trucks and other vehicles to transport men, equipment, material and supplies to and from job sites.
6. Perform manual labor on projects and maintenance duties.
7. May supervise seasonal employees in routine tasks.
8. Make operational inspections on vehicles and equipment. Such as checking fluid levels, checking tire pressure and other items pertinent to the operation of vehicles, small tractors and power tools.
9. May assist shop mechanic on repairs to department vehicles and equipment.
10. Required to stand a rotating weekend and evening call-out.

#### **Other Functions**

1. Perform other tasks as assigned by the Foreman and Director.

**NOTE: Physical examination and drug screening tests will follow all conditional offers of employment.**

## **JOB QUALIFICATIONS**

- Must be able to deal with the public in a tactful and friendly manner.
- Must be able to maintain a good working relationship with other departments and employees.
- Some knowledge of the operation, care and maintenance of tools and equipment.
- Knowledge of appropriate safety procedures and practices.
- Required to work overtime as necessary.
- Fulltime regular attendance required.

## **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

- Equivalent of a high school education.
- Combination of training and experience which provides the required knowledge, ability and skill to do required tasks as assigned.
- Possess a valid Class C Kansas Drivers License and an established personal driving history that is acceptable for coverage by the City's insurance carrier.
- Possess a valid Commercial Drivers License or the ability to obtain within one year.

## **EQUIPMENT USED**

Hand and power operated tools	Small tractor
Pickup truck	Dump trucks
Weedeater	Riding mower
Push mower	Jackhammer
Air tamp	Air compressor

## **PHYSICAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Moderate level of stress.
- Lower and upper body strength to perform many daily maintenance functions.
- Ability to stand 80% of the time.
- Ability to sit and drive for extended periods of the time up to 8 hours and occasionally longer.
- Ability to perform strenuous manual labor for extended periods of time up to 8 hours and occasionally longer.

- Ability to lift a minimum of 50 pounds.

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## **ENVIRONMENTAL DEMANDS**

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Exposure to wet and/or muddy conditions.
- Exposure to hot/dry conditions.
- Exposure to extreme adverse weather conditions.
- Exposure to cold conditions.