



## **JOB DESCRIPTION**

### **CLASSIFICATION SPECIFICATION**

**JOB TITLE: SERVICE WORKER I**  
**REPORTS TO: SERVICE SUPERVISOR/SUPERINTENDENT**  
**DEPARTMENT: SERVICE**  
**DIVISION:**  
**GRADE:**  
**FLSA STATUS: NON-EXEMPT**  
**UNION AFFILIATION: AFSCME-EMP**  
**CIVIL SERVICE: CLASSIFIED**

#### **JOB SUMMARY:**

Under general supervision, perform unskilled and semi-skilled tasks in order to assist with the efficient delivery of City services.

#### **QUALIFICATIONS:**

Completion of secondary education (high school or GED). Must possess a valid State of Ohio driver's license, plus qualify for and remain insurable under the City's vehicle insurance policy. **Any combination of training and work experience indicating possession of the knowledge, skills and abilities listed may be considered.**

#### **ESSENTIAL JOB FUNCTIONS:**

- Perform a variety of unskilled and semi-skilled tasks in order to assist with the efficient delivery of City services: e.g., mow grass; cut trees and brush; rake and pick up leaves and litter; trash and restroom detail, recycle center, plow and shovel snow; shovel and rake dirt, asphalt, and other materials; break up concrete and asphalt; mix and pour cement; paint structures, recreational equipment, and other City property; assist with the landscaping of City property; flag traffic in and around work sites; clean buildings, move furniture; perform general building maintenance such as replacing light bulbs, opening drains, landscaping, washing windows, vacuuming, etc.; operate non CDL rated equipment, etc. Prepare and maintain athletic fields and sport courts.
- Provide assistance to skilled workers as necessary.
- Prepare and submit records of work completed, time spent, materials used, etc.
- Inspect equipment in order to ensure safe operation. Perform routine maintenance on equipment; check and replenish fluids, lubricate fittings, check tire pressures, wash equipment, etc.
- Perform other related duties as directed or assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES (\*indicates developed after employment):**

**Knowledge of:** Safety practices and procedures; division policies and procedures\*; traffic laws. Basic math principles: addition, subtraction, division, multiplication, fractions and decimals. Proper use of hand and small power tools.

**Ability to:** Read and write; follow routine instructions; work under adverse weather conditions; effectively interact with others; travel to and gain access to work site; exert 50 to 100 pounds of force occasionally (up to 1/3 of the time), and/ or 25 to 50 pounds of force frequently (from 1/3 to 2/3 of the time), and/ or 10 to 20 pounds of force constantly (2/3 or more of the time) in order to

lift, carry, push, pull, or otherwise move objects; operate/ utilize simple tools and equipment; operate light motorized equipment; and prepare routine work related records.

**PHYSICAL DEMANDS STRENGTH RATING:**

In accordance with the U.S. Department of Labor physical demands strength ratings this is heavy work.

**APPROVALS:** *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	
	<i>Service Supervisor</i>	
	<i>Service Superintendent</i>	
<i>BARGAINING POSITION: Provided to AFSCME-EMP</i>		

**CREATED & REVISIONS:**

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	<i>8/28/07, 11/01/09, 7/27/11, 8/12</i>		