



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: SERVICE WORKER II
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), one (1) year lands and building maintenance and repair experience; one (1) year experience in operation of light motorized equipment. Must possess a valid State of Ohio Class B Commercial Driver's License (CDL), plus qualify for and remain insurable under the City's vehicle insurance policy.

Proven proficiency in all aspects of the Service Worker I illustrative duties and demonstrated ability to perform all duties in the Service Worker II classification. Minimum of eighteen (18) months experience as a Service Worker I or equivalent experience with the City of Green.

ESSENTIAL JOB FUNCTIONS:

- Perform all the duties of a Service Worker I.
- Perform a variety of unskilled, semi-skilled and 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; shovel and rake dirt, pick up litter; shovel snow, asphalt, and other materials; clean buildings, move furniture; break up concrete and asphalt; mix and pour cement; landscaping of City property; prepare and maintain athletic fields and sport courts; flag traffic in and around work sites; maintain and repair City buildings and structures by performing duties such as painting, routine carpentry, routine plumbing, etc.
- Operate light motorized equipment in order to assist with the efficient delivery of City services: mowers, tractors, front-end loaders, light trucks, dump truck to plow snow, spread salt, haul stone, gravel, and other materials, etc.; inspect equipment in order to ensure safe operation. Perform routine maintenance on equipment; check and replenish fluids, lubricate fittings, check air pressure in tires, wash equipment, etc.
- Prepare and submit records of work completed, time spent, materials used, 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*; building and grounds maintenance and repair practices, methods, tools, and equipment; traffic laws; and

routine equipment maintenance practices. Basic math principles: addition, subtraction, division, multiplication, fractions, decimals.

Skill in: The use and care of hand and power tools; the operation of light motorized equipment (mower, chain saw, weed eater, lawn tractor, etc.); brush clipper, front-end loader and dump truck.

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>	8/28/07, 11/01/09, 7/27/11, 8/12, 10/12		