

Town of Greenville Public Works Dept.
Position Analysis

1. Name:

2. Title of Position: Street Maintenance Worker II

3. Name of Agency: Town of Greenville

4. Brief description of agency mission: Administration and carrying out of government affairs in a democratic, efficient and affective manner for the well being and protection of the residents of Greenville.

5. Summary of duties and responsibilities of position related to a) agency mission, b) data, c) people and d) things. To insure the well-being and protection of Town residents, the Public Works Street Maintenance Worker II will carry out the following tasks under the direction of the Public Works Supervisor and Foreman.

- Shall have knowledge of installation and maintenance of signs, signals, and traffic control devices.
- Performs repairs and maintenance of all Town roads, ditches, storm sewers, catch basins and buildings, including laying of pipe and drain tile to improve drainage.
- Knowledge of modern street and storm sewer repair and maintenance methods.
- Maintains a high-quality of public relations with town residents when carrying out public works projects.
- Ability to work outside for extended periods of time in all weather conditions.
- Able to work well with all people and create a good working environment with in the public works dept.
- Ability to supervise part-time employees.
- Shall have a min. 2-5 years experience as a heavy equipment operator.
- Shall be able to efficiently and safely operate all equipment owed by the Town.
- Provides on-call assistance for snow and ice removal, and storm damages at varying times of the day.
- Ability to plow snow with a dump truck, plow and wing set up.
- Recommends ordering of supplies and needed equipment repairs.
- Shall have the knowledge of carpentry, electrical, plumbing, masonry, welding, mechanics and general maintenance of machinery.
- Good verbal communication skills are required. Must be able to show courtesy and tact in dealing with the public
- Utilizes good judgement when dealing with sensitive issues related to Town activities.
- Must work to complete Town projects in an efficient manner.
- Must follow all vehicle and equipment safety procedures and makes recommendations for the Town safety program.

- Flexibility to accept a broad range of job assignments and change scope of work without question.
- Must have the physical ability to undertake all tasks related to the duties of this position.
- Valid CDL. Class A with a Tanker endorsement

These duties are not to be construed as exclusive or all-inclusive, and other duties may be required or assigned.

6. Description of Tasks

<u>Task</u>	<u>% of time spent (approx.)</u>	<u>Importance of task (Essential, Important, and Supportive)</u>
a. Operates Town vehicles and heavy equipment with proficiency.	15% Weekly	Essential
b. Maintenance and repair of Town roads, ditches, and buildings, including snow plowing and removal.	70% Weekly	Essential
c. Maintenance and repair work for Storm Water utility such as cleaning and repairs of catch basins.	10% Weekly	Important
d. Park projects	2.5% / As Needed	Supportive
e. Maintenance and repair work for sewer and water utility such as cleaning sewer mains and adjusting valves.	2.5% / As Needed	Supportive

7. Relation to other jobs

a) **Transfers:**

b) **Promotions:**

From: Street Maintenance Worker II

To: Public Works Equipment Operator/Maintenance

c) **Supervision received:** Public Works Foreman

d) **Supervision given:** Part-time/Seasonal employees

8. Required knowledge, Skill, and Ability

<u>Skills</u>	<u>Need Immediately</u>	<u>Can acquire through Post-entry training</u>
a. Thorough knowledge of modern street maintenance such as blacktopping, patching potholes, crack sealing, street sign replacement, manhole repairs, catch basin repairs, sanitary and storm sewer cleaning, other miscellaneous street repairs, snow removal, and tree cutting.	X	
b. Thorough knowledge and ability to safely operate all Town road maintenance equipment.	X	
c. Ability to: monitor equipment operations, inspect for defects, recommend equipment repair and perform routine equipment maintenance and minor repair.	X	
d. Experience as heavy equipment operator (Grader, Dozer, Back hoe, Pay loader).	X	
e. Ability to supervise part-time employees.		X
f. Ability to work outside for extended periods of time in all weather conditions.	X	
g. Able to work well with all people and create a good working environment with in the Public Works dept.	X	
h. Ability to plow snow with a dump truck, Plow and wing set up.	X	
i. Understanding of GIS and the ability to collect data in the field.		X

9. Worker Traits

- a) **Aptitudes:** Should have the ability to perform all roadway repairs and operate equipment in a safe and responsible manner. Good verbal communication skills are helpful. Needs good judgment when dealing with sensitive issues related to Town activities. Must be a Self-starter and able to work alone.
- b) **Temperaments:** Flexibility to accept broad range of job assignments.
- c) **Interest:**
- d) **Physical Requirements:** Must have the physical ability to undertake all task related to the duties of this position. Must be able to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- e) **Licenses and Certificates required:** Valid CDL (Class A with Tanker endorsement) Need with in 90 days of hire.
- f) **Experience required:** Two to Five years of heavy equipment operator (grader/dozer, back hoe and pay loader), utility, road maintenance or construction experience, or any combination of education and experience that provides equivalent knowledge, skill and abilities.

10. Traits, skill, knowledge and ability necessary for career advancement: Desire to improve knowledge in field of public works by attendance at job-related seminars. Conscientious performance of all job responsibilities.

11. General Comments: Must have ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature Date Supervisor's Signature Date