HARRISON TOWNSHIP

POSITION DESCRIPTION

Service Worker

GENERAL PURPOSE:
Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Township street and storm drainage facilities and systems. Performs a variety of semi-skilled and technical tasks in the maintenance and operation of buildings, grounds, open spaces, parks, and recreation systems.

SUPERVISION RECEIVED:
Works under the close supervision of the Operations Manager and Facilities Manager.

SUPERVISION EXERCISED:
None generally, but may exercise supervision over unskilled laborers or seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling. Cuts, fits, lays, repairs, taps, cleans and flushes pipe, gates and fittings on repair of mains and services and installation of services.

2. Operates a variety of light and medium sized power construction and maintenance equipment used in the street department, including, but not limited to a mechanized broom, jetter/inductor truck or backhoe/loader.

3. Inspects and/or repairs streets, drainage systems and traffic control devices at frequent intervals to insure that all aspects of the systems are functioning properly.

4. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

5. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

6. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

7. Performs all duties in conformance to appropriate safety and security standards.
8. Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of street and storm drainage facilities.

9. Mows and maintain park and open space areas such as soccer and play fields; mows weeds; cleans and maintains tennis courts and nets. Plants, lawns, trees, shrubs, and flowers. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.

10. Inspects, washes, and performs routine maintenance of park drinking fountains and rest rooms. Sweeps, washes, paints, and repairs or replaces park tables and slabs. Cleans, mops, dusts and washes any assigned township buildings, grounds or parks properties. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

11. Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

12. Performs routine maintenance on lawn and power equipment. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

13. Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.

14. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use. Opens and closes, locks and unlocks facilities as needed.

15. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

16. keeps records of work completed.

PERIPHERAL DUTIES:
Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATION:

Education and Experience:

(A) Graduation from high school education or GED equivalent, and
(B) Two (2) years of experience relating to construction, maintenance, or repair, or
(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:
(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities; Working knowledge of equipment, materials and supplies used in building and grounds maintenance;
(B) Skill in operation of some of the listed tools and equipment.
(C) Ability to perform heavy manual tasks for extended periods of time under adverse field conditions; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS:
Valid State Driver’s license and CDL certification, or ability to obtain one.

May be required to work any time of day or night.

TOOLS AND EQUIPMENT USED:
Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch; lawn and landscaping equipment, including tractors, mowers, chain saw, edger’s, weed trimmers, electric motors, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carper cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.