

City of Monett
POSITION DESCRIPTION

Job Title: Apprentice Tree Trimmer

Department: Electrical Department

Salary Range: Payroll – Level 7

Immediate Supervisor: Journeyman Tree Trimmer

ESSENTIAL FUNCTIONS

I. Construction Activities 20% of Time

- A. Assists in assembling required materials, tools and equipment to start the project, assuring for thoroughness.
- B. Begins the construction project assuring for compliance with all applicable laws and regulations, assuring for safety and compliance with the plan specifications.
- C. Assists with taking appropriate steps to secure incomplete projects at the close of the work day, assuring for public safety and the security of the project. Takes steps to put the project on hold if required, assuring for public safety and the security of the project.
- D. Places signs and acts as a flagman as needed, assuring for safety relating to traffic control.
- E. Deals with the public in a professional and courteous manner.
- F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- G. Assists others conduct a physical inspection of the completed project to assure that the project was completed to standards of City quality.
- H. Maintains an on-call/call back status in the event of an emergency. Provides coverage in other departments as needed or requested.

II. Equipment and Supplies Activities..... 10% of Time

- A. Maintains an awareness of all the needed supplies and equipment required for daily operation.
- B. Monitors the daily inventory of the required supplies and equipment required to operate.

- C. Notifies the appropriate person(s) regarding the need to restock supplies and equipment.
- D. Maintains an awareness of the corrective and preventative maintenance procedures and schedule.
- E. Completes some of the maintenance of the machinery and equipment, assuring for thoroughness and timeliness.
- F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- G. Deals with the public in a positive manner.

III. Line Clearance Activities..... 70%

- A. Monitors and maintains an awareness of the changing environment and weather.
- B. Controls the physical environment by trimming, mowing, and chemical sprays, assuring for their appropriate and safe use in all instances and assuring for compliance with departmental and State regulations, assuring for appropriate clearance.
- C. Completes clean up and shut down activities assuring for thoroughness

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Extreme exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.

- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above-Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High school or equivalent.
- ◆ Valid Drivers license CDL class B with air break enforcement.
- ◆ Some experience in the electrical distribution area.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.