



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Maintenance Worker, Streets & Grounds

Department: Streets & Grounds

Division: Public Works

GENERAL PURPOSE

Performs unskilled and semi-skilled work functions associated with maintenance, landscaping, and grounds-keeping of City streets/roads, rights-of-way, and other public facilities and property.

SUPERVISION RECEIVED

Under immediate supervision, reports to the **Crew Supervisor, Streets & Grounds**.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains public grounds and facilities: mows lawns; trims and edges grass; blows leaves from walkways; plants, prunes, and maintains plants, trees and shrubs; cutting tree limbs; loading limbs into chipper; spreads mulch; rakes leaves; clears debris; and performs related tasks.

Assists with the maintenance of sidewalks and driveways.

Performs general maintenance tasks necessary to maintain machinery, equipment and tools.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

May work days, evenings, weekends, or may be on-call for emergency situations.

Performs other related duties as assigned to meet organizational goals.

May serve on various employee committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- a) High school graduate or equivalent preferred; and,
- b) Some experience in grounds and street maintenance or repair, and/or

- c) Any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities

- a) Working knowledge of: maintenance techniques applicable to landscaping, turf management; weed and pest control, street and sidewalk repair; types, use and application of tools, equipment and chemicals involved; occupational hazards and safety precautions; the areas of parks and recreation programming and event planning, general construction and renovation, facilities/grounds maintenance.
- b) Skill in: delivering appropriate customer service; operating the listed tools and equipment.
- c) Ability to: work independently and complete daily activities according to schedule; lift heavy objects, walk and stand for long periods of time, and perform strenuous physical labor under adverse field conditions; communicate orally and in writing; use equipment and tools properly and safely; understand, follow, and transmit oral and written instructions; communicate effectively; establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

- a) Must possess a valid South Carolina driver's license.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, power equipment, machinery and hand tools, including, mower, tiller, chipper, weed eater, edger, blower, asphalt packer, cement mixer, jack hammer, chainsaw, concrete saw, axe, shovel, rake, spraying equipment, level/flat rod, and various tools, or any job related tools and equipment as required.

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 frequently required to sit and talk or hear; occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and /or move up to 100 pounds and frequently lift and/or move up to 50 pounds to lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close and distant vision, the ability to adjust focus; the ability to differentiate between colors and shades of color.

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 frequently works in outside weather conditions and occasionally works in an office setting. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the outdoor environment is 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 illustration 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.