

10. Assists in the maintenance of department tools and equipment to ensure they are in good working condition.
11. Responds to after-hours emergencies. Employees are placed on an on-call 7-day rotation schedule; however, everyone is subject to being called in on an as-needed basis for emergencies.
12. Applies pesticides and herbicides.
13. May be required to assist with water and sewer utilities maintenance and repairs, including emergency main breaks. This may include daily visits to lift and booster stations.
14. May assist with utilities locates, as needed.
15. Performs other duties as assigned.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities
 1. Knowledge of the techniques, equipment and procedures used in the maintenance of streets, parks, cemeteries, sidewalks and stormwater.
 2. Knowledge of city and department policies and procedures.
 3. Knowledge of the geography of the city, including street names and locations.
 4. Knowledge of equipment operation and maintenance principles.
 5. Skill in the operation and management of a variety of equipment and vehicles.
 6. Skill in problem solving.
 7. Skill in prioritizing and planning.
 8. Skill in interpersonal relations.
 9. Skill in oral and written communication.
2. Responsibility
 - a. This position has no supervisory responsibilities.
3. Personal Work Relationships
 - a. Contacts are typically with co-workers, other city employees, community service workers and the general public.
 - b. Contacts are typically to exchange information, resolve problems and provide services.
4. Physical Effort and Work Environment
 - a. The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee may frequently lift, hold, grasp and move various objects with some weights up to 80lbs, climbs ladders, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
 - b. The work is typically performed outdoors, in a variety of weather conditions, including rain, snow, sleet, heat and extreme temperatures. The employee is exposed to noise, dust, dirt, potentially hazardous materials, grease and machinery with moving parts. The work requires the use of protective devices such as safety glasses, goggles and/or face shields, gloves, and ear protection, etc.

5. Guidelines

- a. Guidelines include city and department policies and procedures, safety regulations, operation manuals, relevant state laws and traffic laws. These guidelines are generally clear and specific but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the work.
- b. The purpose of this position is to participate in the maintenance of parks, sanitation, streets and facility grounds. Successful performance contributes to safe, attractive and well-maintained city infrastructure.

7. Minimum Qualifications

- a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of one or two years in a similar position.
- c. Ability to operate public works equipment and vehicles safely and effectively.
- d. Strong physical stamina and ability to perform manual labor in various weather conditions.
- e. Excellent communication skills and ability to work as part of a team.
- f. Self-motivated with a strong work ethic and attention to detail.
- g. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. CDL is a plus.

8. Supervisory Controls

- a. The Public Works Director assigns work in terms of general instructions. The director spot-checks completed work for compliance with instructions and established procedures, accuracy and the nature and propriety of the final results.

Public Safety, Public Works, and Water Maintenance Employees are considered essential emergency personnel and are subject to be on call. If an employee does not report when requested or required because the employee deems the conditions to be too dangerous to travel from their home to their work location, the employee will be required to take vacation leave in order to be paid for the time. In addition, the manager or supervisor will review each case of non-report, and if deemed necessary, may issue disciplinary action.

If an Official City Emergency Closing is issued by the governing authority or its designee due to natural disaster or inclement weather all administrative non-emergency personnel will receive pay for their regularly scheduled hours for that day. This policy does not apply to essential emergency personnel as noted above.

In accordance with City of Jasper's Substance Abuse Policy all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

E. APPROVAL SIGNATURES

I have received a copy of this job description for the position that I will be performing for the City of Jasper. I understand that it is my responsibility to familiarize myself with the information provided and agree to perform these job duties to the best of my ability and for the annual salary that is provided to me.

I understand that the information is subject to change as situations warrant and that changes supersede, modify or eliminate the current job description. Changes will be communicated to me through a revised job description. I accept my part of the responsibility for keeping informed of these changes and continuing to perform my job duties as assigned to me. Should I feel that I can no longer perform my job as it is described I will inform my employer in writing.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date