

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 05/03/2017 - Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Service Worker (3)

JOB CLASS (GRADE): 01/01

HOURLY RATE: \$11.23

LOCATION: Public Works/Streets & Roads

WORK HOURS: 7:00 AM - 5:30 PM

DEPT. HEAD: Marvin Land

WORK WEEK: Mon. - Thurs.

(X) REPLACEMENT () NEW REQUIREMENT

JOB SUMMARY:

The Service Worker is responsible for manual work of a physically demanding nature involving the maintenance and repair of buildings, streets, structures, grounds and infrastructure.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of manual tasks such as: cleaning sewers, drainage ditches and drains, digging holes, trenches and excavations, fence installation, patching holes, janitorial duties, landscaping and a variety of other duties.
- Cleans and maintains the department's materials and equipment.
- Performs preventive maintenance checks on assigned equipment/structures and reports those in need of repair.
- Assists in wrecking and demolition of buildings or related facilities.
- Moves, sets up and takes down barricades, bleachers, scaffolding, stages, office furnishings and various equipment, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Service Worker must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the general repair and maintenance of materials, equipment, construction activities, and methods and procedures used in such activities.
- Knowledge of the principles, practices, hazards, and safety precautions of construction and maintenance-related work.

- Ability to understand, follow oral and written instructions as well as communicate verbally and in writing.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Service Worker should possess, at a minimum, a high school diploma or GED; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- **Must possess a valid Georgia Driver's License.**
- **Must be available for "on call" duties after normal working hours.**

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Service Worker will be required to travel frequently to worksites across Macon-Bibb County.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

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. This position requires the employee to perform work while sitting, standing, walking, bending, crouching, or stooping. The employee often lifts light objects, climbs ladders, uses tools requiring a high degree of dexterity, and must be able to distinguish between 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. The work environment is primarily outdoor with frequent exposure to noise, dust and dirt, machinery, and inclement weather. May be required to work beyond normal hours during inclement weather or other emergencies.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER