

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 05/22/2017 until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: SERVICE WORKER (2)		
JOB CLASS (GRADE): 1		HOURLY RATE: \$11.23
WORK WEEK: MON- FRI		WORK HOURS: 7:00 a.m.-5:30 p.m.
DEPARTMENT: PARKS & BEAUTIFICATION		DIVISION: PARKS
DEPT. HEAD: Sam Kitchens		
	(X) REPLACEMENT	() NEW REQUIREMENT

SUMMARY:

The Service Worker is responsible for 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. Right-of-way maintenance, cemetery maintenance, community gardens, street sweeping, tree maintenance, special events, and road closures, passive parks and fountains.
- 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.
- Operates various equipment such as tractors, zero-turn mowers, trenchers, small back hoes and other equipment not requiring CDL license or proper training required on all equipment.
- Completes special projects and performs other miscellaneous duties as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Knowledge of general repair, maintenance, 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 and follow oral and written instructions as well as communicate verbally and in writing.
- Ability to plan, assign, and oversee the work of crews engaged in maintenance activities.
- 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 an equivalent; 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 Motor Vehicle Operator's License.
- Must pass a vision test for night driving.
- Must complete OSHA training class on methods of protection against exposure to hazardous materials and blood borne pathogens.
- 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 written form 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, 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 Department, 682 Cherry Street, 4th Floor, Macon, GA or online at www.maconbibb.us. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings 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 an opportunity to apply.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER