



## Job Description

### Service Worker

Pay Grade: G02

---

**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum one to two (1-2) years of related manual labor experience.

**Minimum Education Requirements:** High School graduation or G.E.D.

**Department:** Varies

**Direct Supervisor:** Division foreman.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Work is performed primarily outdoors.

**Certification:** Valid State of Florida driver's license, may be required to possess a valid Class "B" Commercial Florida Driver's License (within 6 months of hire), may require Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector (Streets & Stormwater only within 12 months of hire), Maintenance of Traffic (M.O.T.) Certification - Intermediate required (within 12 months of hire).

---

**Job Summary:** General manual labor related to field installation and repairs for utilities and/or parks projects.

---

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Operate and perform preventative maintenance on various construction equipment including but not limited to hand tools, power tools, tamps quick cut saws, air hammers, mowers, etc.
- Perform heavy manual labor such as: digging, lifting, hauling, spraying, etc.
- Operate cement mixer and sets concrete formwork.
- Place, shovel, and finish concrete and asphalt.
- Drive vehicles and operates heavy and light equipment.
- Lay and repair water, sewer, and stormwater pipes and structures.
- Assist in installation and maintenance of irrigation systems.
- Perform landscape installation and maintenance.
- Mow athletic fields, parks, and recreation centers.
- Fertilize and treat grounds.
- Operate a tractor, front-end loader, and other equipment as required.
- Perform minor preventative and emergency maintenance on various kinds of equipment.
- Operate edger, blower, hedge trimmer, etc.; trims trees, bushes, and scrubs.
- Apply insecticide and herbicides.
- Perform repairs to picnic tables, benches, bleachers, and parking rails.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position



## **Job Description**

### **Service Worker**

Pay Grade: G02

---

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- General maintenance tasks and procedures.
- Landscaping, irrigation, maintenance, and installation.
- Construction terminology.
- Proper operation and maintenance of construction equipment.
- City's functions, policies, and procedures.

#### **Skills**

- Written and oral communications and skills.
- Minor carpentry maintenance tasks.
- Operation and preventative maintenance of equipment and related tools.
- Follow and relay oral and written instructions, policies and procedures.

#### **Abilities**

- Perform heavy manual labor under various weather conditions.
- Work with only general supervision or direction.
- Follow written and verbal instructions.
- Works in various weather conditions with exposure to dust, dirt, noise, chemicals, motorized, in confined spaces, and moving equipment.

#### **Physical Demands**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



## Job Description

### Service Worker

Pay Grade: G02

---

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

---



## Job Description

### Service Worker

Pay Grade: G02

---

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

---

---

---

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date