

Public Works Worker 2

FLSA Status: *Non-Exempt*

General Definition of Work

Performs general repair maintenance and preventative maintenance on Town vehicles and property, assists with skilled and manual work functions for construction, plumbing, electrical and HVAC projects, and will operate vehicles and equipment while performing these duties. This position also may include assignments such as mowing, seeding, planting, pruning and trimming grass, trees, shrubs, bushes, hedges and flowers, operating weed eater, and other work as apparent or assigned. Work is performed under the moderative supervision in Public Works.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Assists in maintenance of all equipment, performing general repair, maintenance and preventive maintenance work on Town owned buildings, systems equipment, building grounds, and related facilities,

Assists in performing skilled and/or manual work functions involving building construction, plumbing, electrical, mechanical, or HVAC projects for facilities maintenance

Operates equipment such as shovels, saws, lawn mowers, weed eaters, tamping machines, hand tools, and carpentry tools.

Operates vehicles and light equipment including 1/2 to 2-ton trucks, dump trucks, forklifts and trailers.

Sows and mows grass; plants, prunes and trims trees, shrubs and bushes.

Maintains small equipment, tools, material and maintains an orderly and clean storage area and vehicle.

Removes litter and trash from grounds around Town.

Performs painting and repairs around Town facilities, as needed including cleaning and stocking restrooms, as needed.

Cleans and maintains vehicle and equipment as directed and is responsible for assisting in maintenance of all vehicles by washing and checking fluids.

Operates mowers, tractors, chippers, street sweeper and other equipment as assigned.

Digs up and back-fills meters, meter boxes, valves, irrigation components and service lines for location, maintenance and/or repair.

Cleans and restore job site to original condition. This may include placing sod, raking and other landscape type jobs.

Cleans and maintains grounds around utility appurtenances using hand and gas powered tools.

Assist with maintaining supply inventories and conducting inventory counts and is responsible for documenting daily activities in log books.

Works independently at times or as member of maintenance team as directed.

Performs emergency or disaster-related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

General knowledge of the use of common hand and specialized power tools; general knowledge of the safe use and operation and preventive maintenance of equipment used in landscaping grounds maintenance; skill in the use of equipment to which assigned; ability to perform labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and minimal experience performing grounds maintenance work, or equivalent combination of education and experience. Has recently and successfully fulfilled the duties of a Public Works Worker I for at least one year at the Town of Bluffton or a comparative employer.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently walking, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently exposure to fumes or airborne particles and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Must pass physical and drug screening.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.