

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Crew Worker I

Department: Varies
Pay Grade: 504
FLSA Status: Non-Exempt
Job Code: Z010

JOB SUMMARY

The purpose of this classification is to perform manual and entry level work as part of a crew engaged in maintenance and upkeep of public parks, grounds, facilities, streets, and/or infrastructure. Work is physical in nature and under the direct supervision of a Crew Supervisor or Leader.

ESSENTIAL JOB FUNCTIONS

- Performs manual work within an assigned department, which may involve grounds maintenance, parks maintenance, street maintenance, sanitation services, facility maintenance, or other projects within the assigned department; assists equipment operators, skilled-trade employees, or other workers as needed.
- Performs various tasks involving roadside maintenance, grounds maintenance, or landscaping projects: mows grass; trims and edges along roadways, landscaped areas, driveways, sidewalks, and fence lines; plants and maintains trees, shrubs, and flowers; weeds flower beds; cuts down trees; prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, and other materials from public areas; spreads seed, mulch, and other grounds materials; tills or aerates dirt/soil; moves dirt and grades land; cuts, lays, or installs sod; applies fertilizer and herbicide; rakes ground materials; blows leaves/debris from walkways or grounds; picks up and disposes of debris/litter from public areas; empties trash containers; digs holes/trenches and shovels materials.
- Performs various tasks involving maintenance of parks, athletic fields, and recreational facilities: cleans and maintains athletic fields, bleachers, and related facilities; drags ball fields; applies lines and markings to athletic fields; maintains courts, playgrounds, trails, and associated equipment.

- Performs various tasks involving street, storm-water drainage, and/or right-of-way maintenance projects: prepares road surfaces for asphalt application; lays and smooths asphalt; patches/repairs utility cuts and potholes in road surfaces; lays bricks and concrete block; lays or builds concrete forms for catch-basins, sidewalks and curbing; pours concrete; sweeps street surfaces; spreads gravel; clears obstructions and removes debris from storm-water drains, ditches, and catch-basins; constructs asphalt driveway tie-ins; and repairs / installs guardrails.
- Performs various tasks associated with set-up and clean-up of work-sites and facilities: gathers equipment, tools, supplies, and materials needed to conduct work activities; empties trash containers and dumpsters; picks up or removes debris such as tree limbs, brush, pine straw, leaves, grass/yard clippings, and dead animals; rakes, sweeps, shovels, and cleans ground around work areas and picks up remaining materials; and cleans and returns equipment and materials to their proper location
- Performs various tasks involving building maintenance projects: cleans buildings, sheds, restrooms, or other facilities; restocks supplies; paints interior/exterior surfaces and equipment; replaces batteries, light bulbs, and ballasts; replaces or performs minor repairs on building fixtures, fences, and playground or recreation equipment; assembles furniture or equipment; pressure-washes building and grounds surfaces; lifts/moves equipment and heavy materials; cleans, dusts, vacuums, mops, buffs, & polishes floors, walls, windows, fixtures, and other surfaces; and assists with setup/breakdown for special events and activities.
- Operates a variety of light equipment, machinery, and power / hand tools associated with department projects, including (but not limited to), a small tractor, commercial mower, edger, trimmer, chipper, chain saw, air compressor, concrete saw, leaf blower, tiller, sod cutter, asphalt loop, paint/marketing machine, pick axe, sledgehammer, pitchfork, rake, post hole digger, shovel, broom, hand tools, City issued cellular phone, or two-way radio.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, changing tires, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment and initiates requests for new or replacement materials as required.
- Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; sets-up work zones; flags and directs traffic around work-site; assists truck drivers, equipment operators, or other workers in monitoring traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; reports any incidents, accidents, problems, or unusual situations.
- Prepares or completes various forms, reports, correspondence, time cards, daily work sheets, or other documents.
- Receives various forms, reports, correspondence, schedules, activity calendars, event sheets, diagrams, blueprints, policies, procedures, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, other departments, employees, inmate workers, community service workers, the public, outside agencies, and other individuals as needed

to coordinate work activities, review status of work, exchange information, or resolve problems.

- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; one (1) year of experience in construction, grounds maintenance, or other manual tasks preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a variety of reference data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to

perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.