

**CITY OF GLENDALE**

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|--------------------|---------------------------|--------------------|------------|
| <b>TITLE:</b>      | <b>Service Worker III</b> | <b>CLASS CODE:</b> | <b>803</b> |
| <b>REPORTS TO:</b> | <b>Various</b>            | <b>GRADE:</b>      | <b>20</b>  |
| <b>DEPARTMENT:</b> | <b>Various</b>            | <b>FLSA:</b>       | <b>N</b>   |

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Performs skilled construction, maintenance and repair work in an assigned area of responsibility. May provide lead or lead expert supervision over other workers.

**ESSENTIAL FUNCTIONS:**

1. Performs skilled construction, maintenance, and repair work, such as electrical wiring, finishing concrete, plumbing or carpentry.
2. Operates various light, medium, heavy and specialized equipment including brush tractors, dump trucks, mowing equipment, truck and trailer, backhoe, crosswalk stripers, street striping truck, swimming pool equipment and high lifts.
3. May provide lead expertise or lead supervision over a small work crew.
4. Assigns work, materials, equipment and tools to crews.
5. May work from blueprints or "as-built" drawings.
6. Explains and enforces rules and regulations pertaining to safety, barricading, hazardous material, direction of traffic and operation of equipment.
7. Maintains daily work records and prepares safety reports; may perform computerized data entry work.
8. Notifies the public of work activities and answers questions.
9. Performs maintenance and minor repair on the equipment.

**Airport:**

1. Provides lead supervision over a small work crew.
2. Opens terminal buildings and inspects facilities and airfield.
3. Coordinates projects with other departments and or contractors.
4. Schedules and conducts airport tours.
5. Maintains crowd control; first on the scene of aircraft accidents.
6. Repairs and replaces runway light fixtures, taxiway lights and makes sure angle adjustments meet FAA standards.

### **Parks:**

1. May provide lead expertise or lead supervision over a small work crew.
2. Constructs, repairs and replaces park playground and recreational equipment.
3. Pours and sets new playground concrete areas; performs concrete finishing.
4. Operates heavy mowing equipment, chain saws, weed eaters, brush tractors, hi-lifts, and other landscape equipment.
5. Installs, maintains, repairs and programs sprinkler systems.
6. Maintains parks, irrigation systems and right-of-ways.
7. Trims trees and bushes, cares for plants and applies herbicides and pesticides.
8. Maintains swimming pool equipment such as pumps and filters, and the cleaning, painting, and replacement of broken parts on swimming pool areas. Scuba dives to perform underwater maintenance.
9. Makes repairs to flood irrigation lines and valves.
10. Responds to, and resolves citizen complaints pertaining to parks facilities.
11. Explains and enforces park policies and regulations to park patrons.
12. Maintains high visibility to dissuade vandalism and crime in park areas.
13. Assists with animal control in parks facilities.
14. Marks, reconditions, and maintains ball fields.
15. Maintains and updates journal and database for all automatic control schedules.
16. Repairs and maintains dry wells.
17. Ensures that reserved facilities are maintained in a safe, clean condition; checks for permits.
18. Provides assistance in emergency situations; calls for police or medical assistance.

### **Streets Division**

1. May provide lead expertise or lead supervision over a small work crew.
2. Constructs new streets, curbs, gutters, sidewalks, bus pads, and handicap ramps.
3. Maintains, cleans and repairs streets, parking lots, curbs, gutters, sidewalks and handicap ramps.
4. Operates trucks and equipment such as concrete saws, tampers, heaters, milling machines, asphalt pavers and concrete trucks.
5. Performs oil sealing, slurry sealing, pothole patching, crack sealing, cleaning, street and curb cutting.
6. Sets forms and performs concrete work for chain link fences, block walls, meter and traffic bases, stems and footings.
7. May use computers to manage data on work projects and programs for management.
8. Performs construction and maintenance of large meter vaults and manholes.

### **Traffic Engineering Division**

1. May provide lead expertise or lead supervision over a small work crew.
2. Lays out pavement markings such as crosswalks, centerlines, lane markings, and directional markings.
3. Operates specialized street striping equipment.
4. Mixes paint and monitors gauges, pumps and controls, to assure proper operation of equipment.

### **Utilities Division**

1. May provide lead expertise or lead supervision over a small work crew.
2. Installs, tests, maintains and repairs water mains, sewer mains, lines, valves and fire hydrants.
3. Taps water mains and lines and installs water meters when new service is requested; checks flow rates and tests pressure.
4. Tests, repairs, maintains and relocates existing large and small water meters.
5. Constructs and maintains large meter vaults; raises and rebuilds pumps and vacuums manholes.
6. Excavates job sites and restores job sites to pre-work condition.
7. Sets up, operates and maintains closed circuit television monitoring of sewer lines
8. Hydrocleans sewer lines to remove obstacles; uses chemicals for roach and pest control.
9. Maintains wells; dismantles well sites.
10. Maintains daily records including confined space entry and gas monitoring.

### **Police Departments:**

1. Provides lead supervision and assigns repair maintenance work.
2. Reviews all vehicle complaint forms and accident reports, and determines what repairs are needed.
3. Maintains appropriate levels of equipment and supplies, inventories and orders as needed.
4. Solicits repair and other cost estimates from outside providers, initiates repair action requests and submits for approval.
5. Distributes, transports and retrieves vehicles, equipment, and supplies as needed.

### **Civic Center Division:**

1. Provides lead expertise or lead supervision over a small work crew.
2. Trains and monitors staff on methods and techniques used in custodial services.
3. Performs skilled and semi-skilled maintenance and repair work such as carpentry, painting, plumbing, landscaping, and repair of specialized equipment.
4. Sets up rooms for various meetings and functions.
5. Dusts, vacuums, washes windows, polishes furniture, shampoos carpet, sweeps floors, and empties trash receptacles.
6. Operates various light and medium equipment including forklifts, commercial sweepers, and high-speed buffers.
7. Starts and stops equipment and makes modifications to equipment to maintain a comfortable and safe facility.
8. Sets up, troubleshoots and repairs telephones, microphones and A/V equipment.
9. Locks and unlocks buildings and secures buildings after working hours.
10. Maintains and updates journal and database for all automatic control schedules.
11. Uses computer to manage data on work projects and programs.
12. Maintains appropriate levels of equipment and supplies.

### **SECONDARY FUNCTIONS:**

1. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Rules, regulations, policies and procedures relating to area of assignment.

Materials, tools, equipment, safety hazards and precautions common to the assigned area of responsibility.

Confined space entry procedures.

Blue stake laws and underground utility identification practices.

Computers and applicable data management and maintenance programs for area of responsibility, if required.

Lead supervisory skills

Effective customer service skills.

### **Ability to:**

Read and understand blue prints, maps, and bluestaking procedures.

Deal courteously with the public and answer citizen questions.

Safety barricade work sites; understand and follow safe working practices.

Determine what equipment, tools, manpower and materials will be needed to complete assigned projects.

Operate light, medium, and heavy equipment; perform maintenance and minor repairs on it.

Complete reports and logs and enter and retrieve computer data.

Keep accurate documentation of confined space entry and gas monitor readings.

Operate and understand atmospheric sensing devices.

## **WORKING CONDITIONS:**

Work involves heavy digging, heavy lifting, extensive walking, bending, standing and crawling up and down trenches and in water/wastewater filled holes and confined spaces. Exposure to heavy traffic, hot weather, insects, hazardous materials, pesticides and herbicides, and gases.

## **MINIMUM QUALIFICATIONS:**

High school education and three years of experience in construction, maintenance, and repair work and/or in the operation of light, medium, and heavy equipment relative to the area of assignment.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Depending upon area of assignment applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.

Some positions may require a Commercial Driver's License and endorsements.

May be subject to call back, stand-by duty and rotating shifts.

Civic Center position requires evening, weekend and holiday work.

Some positions require Arizona Restricted Use Pesticide Certification.

Some positions require Work Zone Certification and Barricading Certifications.

Some positions require Signs and Marking Certification, Level 1 or 2

Parks position working at City pools require Open Water Diving Certificate, Pool Operator Course Certificate, and state certificates in self-contained breathing apparatus and hazardous chemical handling.

Utilities position may require Grade 1 Water Distribution Certification, Grade 1 Wastewater Collection Certification, and Competent Person Certifications in specific assigned work areas.