CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: CREW WORKER **Job Code:** 0001 **PG:** 8

Full-Time: X **Part-Time:** ☐ **Temporary:** ☐ **Seasonal:** ☐ **Other:** ☐ _____

Department: SANITATION / SYSTEMS UPKEEP DEPARTMENT

Salary: $22,905.26 **Hourly Rate:** $11.01 Per Hour

Shift/Days: SHIFT VARIES (Day with some evening, night, & weekends)

Closing Date: UNTIL POSITION FILLED

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000.

Department Contact Name: **Mike Green, Public Utilities Administrator**

Contact Number & Email: (770) 830-2016 / mgreen@carrollton-ga.gov

Please note that successful candidates for employment must pass a background check and drug screening prior to employment.

Special Additional Requirements:

Prefer 6 months to 2 years General Maintenance Construction (or related) experience/or any combination of education, training & experience which provide necessary skills for this position.

Job Description:

GENERAL STATEMENT OF JOB:
Under general supervision, performs semi-skilled, unskilled, and manual work functions in support of general maintenance and construction activities for various Public Works, Public Utilities and Sanitation operations; duties may vary with assigned department or project.

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:
Works as part of a crew responsible for construction and maintenance of water mains, sewer mains, fire hydrants, water taps, water meters, sewer taps, man holes, and other components of the collection and distribution system for water and wastewater; relocates water meters, water mains, and sewer mains as needed; cleans sewer mains and taps, clearing away accumulated debris; repairs broken water mains, service lines, sewer mains, and sewer taps; cuts concrete and asphalt as needed for water and/or sewer system repairs; operates various equipment and tools in completion of tasks.

Performs street maintenance duties under general supervision; digs ditches along roadsides; lays pipe for streets; builds head walls for sidewalks to prevent erosion; repairs/patches pot holes in streets; and assists in de-icing City streets during icy conditions.

Performs garbage pick-up duties by collecting refuse containers along a prescribed route and dumping contents into the garbage truck; guides driver and stops traffic when backing-up or maneuvering in tight locations; assists in cleaning truck at the end of the route.

Performs landscaping and grounds maintenance work to aide in the upkeep of City property and rights-of-way; cuts and clears land and brush; removes litter and debris; spreads mulch and hay along roadsides and grounds as directed; rakes leaves, grass, and other materials; utilizes various tools and operates small equipment in completion of tasks.

Works as part of a crew assigned to special projects and events as needed; performs semi-skilled construction work such as brick masonry, carpentry, remodeling, and new construction; assists various other departments with maintenance projects as needed.

Works as part of a crew responsible for maintaining street signs and markings; digs holes and for sign poles and attaches signs; assists technicians with maintenance and repair of traffic signals.

ADDITIONAL JOB FUNCTIONS:
Performs other related duties as required

MINIMUM TRAINING AND QUALIFICATIONS:
Junior High School diploma (High School diploma or GED equivalent preferred) with six months to 2 years of general maintenance, construction (or related) experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of tools and equipment, such as a hammers, pliers, screwdrivers, gardening tools and equipment, mechanic tools, janitorial equipment, a variety of saws to include a hand saw, circular saw, table saw, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to sixty pounds of force occasionally, and/or up to forty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of forty to sixty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Crew Worker.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with general maintenance equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using general maintenance and/or construction equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, construction equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the policies, procedures and activities of the City and general maintenance, construction and/or janitorial practices as they pertain to the performance of duties relating to the position of Crew Worker. Has general knowledge of general maintenance practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with General Maintenance Superintendent, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.