



JOB DESCRIPTION

Job Title: Right of Way Maintenance Worker I **Reports To:** Supervisor – Right of Way
Work Comp Code: 5509 **Department:** Right of Way / Public Works
 Exempt **Non-exempt** **Full Time** **Part Time (hrs./week)**
Pay Grade: 5 **Salary Range:** \$27,684.40 - \$42,910.40 **Date:** 10/01/2018

POSITION SUMMARY:

An entry level laborer position responsible for laboring tasks and a wide variety of road construction maintenance operations work.

ESSENTIAL FUNCTIONS AND DUTIES include the following. Other duties may be assigned as dictated by operational necessity.

- Performs road way work, including asphalt patching, laying pavers, and roadway repair or re-construction.
- Assists with installation of concrete sidewalks and driveways.
- Performs storm water system maintenance and swale work.
- Assists with culvert replacement and catch basin repair.
- Mowing and edging of right of way areas immediately adjacent to streets, including tree trimming.
- Operates various pieces of light equipment: mowers, hand tools, etc.
- Assists with sign installation and traffic control when assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. In lieu of certain requirements listed below, Employee may accrue or acquire certain specified time in service, specialized skills, and/or certifications, thereby qualifying for this position through the City's career progression policy.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of proper safety procedures, including signage and traffic management techniques and appropriate personal protective equipment.
- Knowledge of basic road repair and associated equipment.
- Knowledge of the equipment and materials used for lawn care and tree maintenance.
- Skill in the use of lawn care and other light equipment.
- Able to do primarily outside laboring work.
- Able to operate equipment that is potentially hazardous.
- Able to communicate effectively orally and in writing.
- Able to communicate effectively with members of the public.
- Able to operate light vehicles and equipment.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:

- High school diploma or equivalency certificate highly desirable, but not required.
- Valid Florida driver's license required.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL PHYSICAL ABILITIES:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs. and over)		X		
Moderate lifting (15 to 44 lbs.)		X		
Light lifting (under 15 lbs.)	X			
Heavy carrying (45 lbs. and over)		X		
Moderate carrying (14 to 44 lbs.)		X		
Light carrying (under 15 lbs.)	X			
Reaching above shoulder		X		
Use of fingers	X			
Both hands required	X			
Climbing (use of legs and arms)			X	
Climbing (legs only)			X	
Good near vision	X			
Good distant vision	X			
Both eyes required		X		
Depth perception		X		
Distinguishing basic colors		X		
Distinguishing shades of colors		X		
Good hearing (with or without hearing aid)	X			
Straight pulling		X		
Pulling hand over hand		X		
Pushing		X		
Walking	X			
Standing		X		
Crawling		X		
Kneeling		X		
Bending		X		
Balancing		X		
Stooping		X		
Jumping		X		
Running			X	
Throwing		X		

Physical Skills	Constant	Frequent	Occasional	N/A
Driving (cars, small vans, pick-ups, etc.)		X		
Driving & operating (heavy equip., trucks, etc.)		X		

ENVIRONMENTAL CONDITIONS:

Code: Constant = 2/3 or more of the time

Frequent = from 1/3 to 2/3 of the time

Occasional = up to 1/3 of the time

N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside			X	
Work Outside	X			
In the Heat	X			
In the Cold			X	
In High Humidity	X			
In Dampness or Chilliness			X	
In Dry Conditions		X		
In or with Noisy Conditions		X		
In Darkness			X	
In or with Dusty Conditions			X	
With Silica, Asbestos, etc.			X	
With Fumes or Gases			X	
With Smoke or Flames			X	
With Chemicals			X	
With Solvents			X	
With Grease or Oils			X	
With Radiant Energy			X	
With Electrical Energy				X
On Slippery Surfaces			X	
On Uneven Surfaces			X	
In or With Moving Objects			X	
In or With Ladders/Scaffolding		X		
At Heights above Ground Level		X		
Below Ground Level			X	
In Water			X	
With Explosives			X	
With Poor Ventilation			X	
With Odors		X		
With Unusual Fatigue Factors		X		

DISCLAIMERS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by this supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise.

EMERGENCY RESPONSE STATEMENT:

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Functions and Duties of the job as specified.

(Print Name)

(Date)

(Signature)