

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>General Services Working Leader</u>
Sch & Grade	<u>CTL-8</u>
Class Code	<u>GB27</u>
FLSA Status	<u>Non- exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Area	<u>Maintenance</u>

PRIMARY PURPOSE:

Supervises and participates in the work of a crew of employees who handle general service calls for a variety of Public Works services; calls for service include both emergency and routine maintenance.

SUPERVISION:

Under general supervision of an Equipment Maintenance Supervisor. Serves as a working leader for an assigned crew on nights and weekend shifts.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Oversees, directs workers, and may participate in such processes as routine and emergency services for Public works operations such as cleaning sewer lines and manholes, clearing right-of-way due to downed trees and trash, repairing street signs, dead animal removal from right-of -ways, street and parking lot sweeping, routine maintenance activities such as cleaning of Service Center buildings, trash collection at assigned locations, set traffic control signs as directed and place traffic signal controls into "flash" mode of operation.
2. Oversees and directs the work of employees responsible for loading, hauling, and plowing snow and ice during snow removal operations.
3. Operates a variety of equipment such as dump trucks, flushers, street sweepers, backhoes and other equipment as necessary. Shall be capable of operating the same equipment as an Equipment Operator II for the City of Springfield, in addition to using chain saws and other hand tools to perform the job.
4. Drives to a variety of work sites as assigned.
5. Meets the public, responds to and investigates complaints, and provides information as required.
6. Prepares and maintains records, reports and files as required.
7. Assists supervisors in the planning and scheduling of projects, calls for service, and use of equipment.
8. Reads and interprets information such as wye maps and blueprints.
9. Communicates with other departments as necessary, notifies supervisor when emergency call-in procedures are anticipated, and coordinates with other crews in response to routine and emergency calls.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.
2. Attends workshops, seminars, and other training for professional development purposes.
3. Maintains records, maps and files in an organized and functional manner.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment involved in Public Works operations in the areas of sanitary sewer line maintenance, snow and ice removal from street and parking lot surfaces, street cleaning, and emergency response procedures for natural and manmade disasters.

Abilities

Effectively prioritize, direct, plan and participate in the activities involved in calls for service for emergency and routine maintenance calls for Public Works; effectively and efficiently operate assigned equipment; follow oral and written instructions; read and interpret maps and blueprints; maintain legible and accurate records and prepare reports; effectively utilize software applications such as Microsoft Access / Microsoft Word, to enter and retrieve service call information and prepare reports, organize individual calls for service; communicate effectively both orally and in writing, deal effectively and courteously with associates and the general public, model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of self and others.

Experience, Education, and Training

Typically requires a minimum of two years of experience in Public Works operations with the qualification of an Equipment Operator II for the City of Springfield. Experience directing or leading the work of others is desirable.

Physical Requirements

Performs bending, squatting, kneeling, twisting, and reaching both to ground level and overhead; lifts and carries up to 100 pounds, pushes, and pulls up to 150 pounds; operates equipment and tools; maneuvers in, out, and into manholes; subject to working in awkward positions and standing for long periods of time.

Working Environment

Both indoor and outdoor environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical, hydraulic and electrical hazards associated with equipment; subject to smoke, strong odors, sewer gases, and chemical hazards; subject to constant and possible extreme noise levels as well as hazards associated with working in and around traffic; possible exposure to disease through contact with sewage. Must be able to work in a confined space with possible poor lighting and ventilation.

Licensing / Certification

Must possess a valid Commercial Driver's License (CDL) that would enable the driver to operate at minimum a class "B" vehicle with airbrakes.

Miscellaneous Requirements

Subject to emergency call-in, Must pass pre-employment drug testing and submit to periodic testing as required by applicable laws.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 3391
Comments:	Updated Abilities	Date: February 1992

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____