

## **JOB NOTICE**

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

### **Service Worker I – Public Works Department**

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website [cityofportstjoe.com](http://cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850)229-8261. The position will be open until filled. The entry level salary for a Utility Service Worker will be \$16.40 per hr. The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer, and a Drug Free Workplace.

# CITY OF PORT ST JOE

## *JOB DESCRIPTION*

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### **SERVICE WORKER I**

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**DEPARTMENT:** PUBLIC WORKS

**GENERAL DESCRIPTION:**

Semi-skilled manual work in various grounds, canals, water distribution, streets, parks and other maintenance activities. Work is performed under direct supervision. Work is performed under the supervision of the Public Works Director, Parks and Recreation Director or Lead Worker.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs landscape maintenance.
2. Mows grassy right-of-way areas using small equipment. Edges, blower, hedge trimmer, etc. Trims trees, bushes, and scrubs.
3. May fertilize and treat grounds.
4. Operates tractor, bush hog, mower, weed eater, blower, chain saw, etc.
5. Picks up trash along road sides and other areas.
6. Performs preventative maintenance on various equipment.
7. Performs heavy manual labor such as: digging, lifting, spraying, etc.
8. Drives vehicles and operate equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of general maintenance tasks and procedures. Knowledge of ground maintenance and installation and proper equipment. Ability to perform heavy manual labor under adverse weather conditions. Ability to follow written and oral instructions. Skill in operation and maintenance of equipment and tools related to the position.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Two (2) years related manual labor experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Class E Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

Moderate to heavy (45 pounds and over) lifting and carrying.

Walking.

Standing.

Stooping.

Driving.

Equipment operation.

Bending and kneeling.

**ENVIRONMENTAL CONDITIONS:**

Works out-of-doors in various weather conditions with: dust, dirt, noise.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)