

SUPERVISOR RESPONSIBILITIES:

No supervision exercised in this position.

PHYSICAL DEMANDS:

Requires the ability to function indoors in an office environment and outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use or operate common tools used in public works maintenance, operate rolling stock, and use a computer keyboard and other office equipment. May require the ability to lift from floor, waist, or overhead, objects up to 75 pounds on an occasional basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

TOOLS AND EQUIPMENT USED:

Riding mower, push mower, tractor, weed eater, backpack blower and various hand tools associated with grass and landscape maintenance. Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine and fax machine.

WORK ENVIORNMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, temperature variations, and dangerous equipment.

The noise level in the field environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Paul Bertagna
Director of Public Works

April 26, 2013
Date

Lisa Young
Director of Finance & Administration

April 26, 2013
Date

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REVISED: May 24, 2012
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