

# City of Fulton Job Description

**Title:**

Public Works General Worker

**Job Purpose:**

Under general supervision performs a full array of unskilled to semi-skilled manual labor activities as needed and/or required by the Public Works Department to maintain operations. Activities include but not limited to maintenance and repair of the City's buildings, equipment, municipal streets, parks, natural gas system, drinking water system, storm water system and sanitary sewer system. Year round, you may repair and maintain, traffic lights, and street signs, clean up downed trees and brush, or fix medians, concrete, and roads. You may also work cutting grass, weed eating, planting trees, emptying trash cans, raking leaves, trimming bushes/plants, emptying trash cans, and raking leaves. You may operate various types of equipment, specialty tools, machinery and commercial vehicles. A public works laborer most often works outdoors, regardless of the weather. In the winter, you may be responsible for snow removal or road salting. This is a highly visible position.

**Classification:**

Non-Exempt Overtime (Hourly)

**Compensation:**

See Salary and Compensation Plan for Non-Elected Offices & Employees of the City

**Reports to:**

Public Works Operations Manager, Public Works Director (Utility Maintenance Crew Leaders and General Maintenance Crew Leaders) as assigned.

**Supervisory Responsibilities:**

None

**Required Education, Experience & Certifications:**

1. High School Diploma or General Education Development (GED) certificate.
2. Must possess a valid vehicle operator's license and maintain a valid vehicle operator's license.

**Preferred Education, Experience & Certifications:**

1. Background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
2. Commercial Driver's License (not required)
3. KY Division of Water Class II or higher Wastewater Treatment Operator Certification
4. KY Division of Water Class II or higher Water Collection Operator Certification
5. KY Division of Water Class III-B or higher Water Treatment Operator Certification
6. KY Division of Water Class II or higher Water Distribution System Operator Certification
7. Operator Qualifications for Natural Gas Distribution (Making Taps, Installing Lines, Welding Pipe, Valve Operation, Meter Installation & leak detection)

*NOTE: Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.*

**Essential Functions:**

1. Follows the direction of the Public Works Operations Manager & Director with regards to the maintenance and oversight of the City's property & infrastructure and reporting needed repairs to the Public Works Operations Manager & Director.
2. Assists the Utility Maintenance Crew Leader with repairs to water, sanitary sewer & natural gas systems.
3. Assists the General Maintenance Crew Leaders with repair or general maintenance to the various City properties and infrastructure.
4. Mows city, property, right of way in the summer and plows roads during the winter.
5. Collects household waste, yard waste, tree limbs, and leaves and sees to their disposal.

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6. Sets up traffic cones and directs traffic as required.
7. Prepares streets for patching and resurfacing; applies oil, asphalt, concrete, gravel, and other materials, which includes hand sweeping of street surfaces, loading and unloading materials, and raking and shoveling of asphalt.
8. Assists in a variety of maintenance and construction projects, such as retaining walls, guard rails, curbs, gutters, and catch basins, which includes removing obstructions, such as tree roots; breaking up and removing concrete; constructing forms; and mixing, pouring, and finishing of concrete.
9. Paints and stripes streets, including painting of curb and pavement messages, marking streets for line painting, and cleaning and maintaining equipment, such as stencils, hoses, and spray guns.
10. May operate larger equipment, such as front-end loaders and rollers for training purposes or in emergencies.
11. Uses a variety of hand and power tools in connection with the above duties; operates light, motorized equipment, such as pick-ups, flatbeds, trailers and dump trucks.
12. Performs related duties and responsibilities as assigned.

## **Non-essential Functions:**

1. None

## **Knowledge, Skills and Abilities:**

1. When performing work is thorough when performing work and conscientious about attending to detail, demonstrates responsible behavior.
2. Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.
3. Recognizes correct English grammar, punctuation, and spelling.
4. Expresses facts and ideas in writing in a clear, convincing and organized manner.
5. Knowledge of the materials, methods, systems, and the tools used to construct or repair objects, structures, and buildings.
6. Able to adapt quickly to changes.
7. Knowledge of specifications, uses, and types of computers or computer-related equipment.
8. Knowledge of principles and methods for operating industrial equipment.
9. Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
10. Able to show understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.
11. Able to use efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
12. Knowledge of the departments mission and functions, operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the department and City.
13. Knowledge of materials, methods, and appropriate tools to apply paint and other protective coating materials on drywall, wood, metal, glass, and other surfaces.
14. Discovers or selects rules, principles, or relationships between facts and other information.
15. Believes in own self-worth; maintains a positive view of self and displays a confident, capable image.

## **Mental, Physical & Environmental Demands:**

The following is a summarized description of the major **mental demands** involved in performing this job: Work is from steady to peak loads Frequently uses reasoning and logic to make sound decisions. Frequently communicates effectively both orally and in writing. Frequently remains poised under all circumstances and interacts effectively with people in a positive manner. Frequently addresses multiple complex problems. Frequently needs to multitask without loss of efficiency or accuracy. Frequently performs work with distractions and/or interruptions. Frequently works as an integral part of a team. Shall maintain regular attendance and be punctual. Frequently is required to complete assigned tasks without direct supervision. Shall maintain socially appropriate behavior. Understand, remember and follow verbal and written instructions promptly. Be aware of hazards and take appropriate precautions. Must continually be aware of hazards and take appropriate precautions. Occasionally deal with people under adverse circumstances and tolerate verbal abuse from others. (especially the public)

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The following is a description of the major **physical demands** involved in performing this job: Frequently maintain balance to prevent falling while walking, standing or crouching. Frequently work with the whole hand applying pressure to an object with the fingers and palm. Frequently be able to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. Frequently bend legs at knees to come to a rest on knee or knees. Frequently raise objects weighing 50 pounds or more from a lower to a higher position or moving objects horizontally from position-to position. Frequently using upper extremities to exert force to draw, haul or tug objects in a sustained motion. Frequently using upper extremities to press against something with steady force to thrust forward, downward or outward. Frequently extending the arm(s) with the hand(s) higher than the head. Frequently needs near visual acuity sufficient to effectively operate office equipment including copier, computer, etc. Frequently needs distant visual acuity sufficient to operate a motorized passenger vehicle or machinery. Frequently perform substantial repetitive movements (motions) of the wrist, hands, and/or fingers. Frequently need to hear sufficiently to hold a conversation with other individuals both in person and over a telephone. Frequently needs speaking ability sufficient to communicate effectively with other individuals in person and over a telephone or other communication device. Frequently be able to observe an area that can be seen up and down or to right or left while eyes are fixed on a given point. Frequently alternates between sitting and standing with the limited flexibility to choose between sitting or standing. Occasionally stand on one's feet in an upright position without moving about for sustained amounts of time. Frequently bends body downward and forward by bending spine at the waist, requires full motion of the lower extremities and back muscles. Frequently moves about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Frequently enters text or data into a computer or other machine by means of a traditional keyboard or 10-key numeric keypad. Frequently use of one or both feet or legs to move controls on machinery or equipment. Frequently operate a motorized passenger vehicle or other vehicles such as large trucks, equipment (e.g., forklifts, UTVs, riding mowers, etc.). Occasionally ascending or descending ladders, scaffolding and the like requiring the use of both feet or legs and hands or arms. Bends, stretches, twists, or reaches out with the body, arms, or legs. Frequently exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects). Frequently coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects). Frequently and accurately match or detect differences between colors, including shades of color and brightness. Frequently and accurately judge which of several objects is closer or farther away from the observer, or the distance between an object and the observer.

The following is a description of the major **environmental demands** involved in performing this job: The workplace is not climate controlled and is dependent on the weather. You may be exposed to all sorts of weather conditions including rain, sun, sleet, and snow. The workplace is not noise controlled and is in an environment with moderate to loud noise levels typically noises include people talking, dogs barking, or power tools (e.g., drills, saws, sanders) or other machines (e.g., construction machinery, generators, gasoline powered motors). Frequently you might you have to shout to co-workers over the noise or wear hearing protection. Frequently you should expect that you might get sweaty, messy, wet, and/or dirty. Specifically, you might get your work clothes /uniform, shoes, and hands wet or dirty on a frequent basis. Frequently, the work environment may smell with irritating odors. The work will require you to wear a uniform or department approved clothing and safety equipment. Some work environments are structured and predictable, while other work environments are less structured and less predictable.

## **Position Type, Work Hours & Call Back:**

1. Full Time 40 Hours a week.
2. The hours of work will vary slightly but normally fall between 7am and 4pm.
3. This job is subject to immediate call back. (20 Minutes)

## **Travel Requirements:**

1. Travel is expected to be less than 5 percent for travel and out of area training.

## **Disclaimers:**

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1. The functions listed above are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the job if the work is similar, related or logical assignment.
2. This position is at-will, and nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration.
3. The city is an equal opportunity employer. It is the city's policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. To request an accommodation, contact the City Clerk.
5. This job description is subject to change by the employer as the need of the employer and requirements of the job change.

## Acknowledgements:

1. I have read and understand the job description above.
2. I understand that, with proper training and supervision, I will be required to perform all the essential functions of the job unassisted and without delay.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date