



Job Announcement

Public Works Maintenance Worker

The City of Social Circle is seeking 1 **Public Works Maintenance Worker** for the Public Works Department. See job description below.

Apply to City of Social Circle by Monday, August 1, 2022.

Attn: Teresa Duval,
PO Box 310, 166 N Cherokee Rd,
Social Circle, GA 30025,
770-464-6911.

Go to www.socialcirclega.gov for more details.

Public Works Maintenance Worker Street

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JOB SUMMARY

This position is responsible for assisting in the construction, repair, and maintenance of city streets.

MAJOR DUTIES

- Performs manual tasks such as picking up trash from residents, pouring concrete, repairing road surfaces, patching potholes, applying and spreading road materials, installing driveway pipes, installing street signs, digging drainage ditches, cutting grass, removing leaves, cutting brush and tree limbs, grinding tree limbs, cutting vines and weeds, spreading seed and straw, cleaning streets, picking up litter and debris, removing dead animals from streets, installing landscaping, maintaining city property, digging holes and trenches, shoveling materials, lifting and moving heavy materials, flagging traffic, or setting up community room for meetings and court sessions.
- Operates a variety of equipment, machinery and tools used in department projects and activities, including dump truck, backhoe, trencher, tractor, bush hog, mower, chipper, weedeater, leaf vacuum, jackhammer, air compressor, concrete saw, chain saw, pickaxe, bush ax, shovel, rake, pitchfork, pipe wrench, tape measure, or mechanic tools.
- Assists with transporting, loading, and unloading of various equipment and materials used in projects or at work sites; hauls materials.
- Performs general and preventive maintenance work necessary to keep vehicles, equipment, and tools in operable condition, including inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, washing, and cleaning equipment, and cleaning shop and work areas.
- Adheres to departmental operating procedures and work safety protocols.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the materials and methods used in the construction, maintenance and repair of streets, sidewalks, storm sewers, and related facilities.
- Knowledge of vehicle and equipment operation and maintenance.
- Knowledge of city policies and procedures, safe work policies.

- Skill in the operation of assigned tools and equipment.
- Skill in the maintenance of assigned tools and equipment.
- Skill in interpersonal relations.
- Motivated and resourceful

SUPERVISORY CONTROLS

The Street Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to assist in the maintenance of city streets. Successful performance provides for the proper maintenance of city streets and related infrastructure.

CONTACTS

- Contacts are typically with co-workers, vendors, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work typically performed while sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work performed outdoors, occasionally in cold or inclement weather. The employee exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Have CDL or ability to acquire within 6 months.