

## CITY OF BAY VILLAGE JOB DESCRIPTION

JOB TITLE: Specialist II  
SUPERVISOR: Public Works Supervisor  
FLSA STATUS: NE – Bargaining (AFSCME – Service)  
SCHEDULE: Normal Hours (M-F) other hours as needed for call-outs/emergencies, etc.  
DATE: June 3, 2019

**JOB SUMMARY:** Reporting to one of the Department’s Supervisors as assigned, this position is responsible for performing a wide variety of laborer duties associated with construction and maintenance/replacement of streets, sidewalks, curbs, bridges, utilities, parks, creeks, erosion control structures, storm sewers (catch basins, manholes, etc.) and other public facilities and properties; snowplowing; tree and other vegetation removal and/or installation; sanitary sewer inspection, maintenance, construction and repair/replacement of infrastructure components, lift station, customer connections, etc.

### ESSENTIAL JOB FUNCTIONS:

Operates heavy equipment such as trucks, tractors, backhoes, rollers, snow plows, compressors, loaders, leaf vacuum machine, street sweeper, etc.

Operates specialized equipment used in the construction and/or maintenance of the City’s streets, underground utilities/systems, properties, grounds, buildings/facilities, vehicles, equipment, tools, etc.

Operates power, hand tools, and other devices required in the performance of the required duties.

Washes, inspects and lubricates equipment between service maintenance intervals; adjusts and regulates equipment as necessary.

Performs collection functions related to missed refuse and dead animals.

Repairs and maintains streets, curbs and sidewalks by laying asphalt and/or concrete, filling potholes, marking pavement etc.

Repairs and/or makes and installs street signs and other informational and decorative lighting and fixtures.

Performs snowplowing, de-icing, tree cutting/removal/clean-up and other duties resulting from weather or other manmade calamities.

Performs duties related to the City's sanitary sewer system including the inspection, maintenance, construction, repair/replacement of infrastructure components, lift station, customer connections, etc.

Performs routine and non-routine repair and maintenance work on City buildings, grounds, facilities and equipment.

Troubleshoots and diagnoses minor issues.

Complies with all safety and operational work rules, regulations, procedures, directives and instruction, with particular attention to those established to prevent injury and/or reduce hazards to themselves, fellow employees, municipal property and the public.

Completes assigned and required paperwork/documentation accurately and timely.

Attends assigned and/or required meetings and training.

Performs other manual labor and/or duties as may be assigned and/or required.

#### REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE AND ABILITIES

High School Diploma or GED with sufficient work experience involving manual labor/equipment operation or a combination of basic education and work experience to successfully perform the essential functions of the job.

Valid State of Ohio Class B Commercial Driver's License (CDL) with air brake endorsements and other endorsements as may be required. Valid State of Ohio Class A Commercial Driver's License (CDL) preferred.

#### Required Knowledge, Skills and Abilities:

Operational and administrative rules, regulations, directives, procedures and practices pertaining to the department's functions and operations.

City geography, properties, streets, buildings, infrastructure, land, etc.

Basic reading, writing and math skills.

Ability to understand and make entries into the department's computer system.

Ability to operate department vehicles and equipment.

Ability to establish and maintain effective working relationships and credibility with supervisors, co-workers, residents, other City personnel and officials and the public.

Ability to understand verbal and written instructions, directives and other information.

Ability to communicate and/or respond verbally and/or in writing.

Ability to respond to call-outs in times of emergency or other times of need.

Ability to tolerate, perform and navigate in various working and weather conditions (ie. heights, fluctuating temperatures, narrow, open, congested, dirty, dusty, odorous areas, etc.)

Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.

**PHYSICAL REQUIREMENTS OF THE JOB:**

<b>ACTIVITY</b>	<b>FREQUENCY OF ACTIVITY</b>	<b>ITEMS/WEIGHT INVOLVED</b>	<b>MACHINES/TOOLS</b>
Lifting	frequently	supplies; equipment/tools; debris, etc. (80# max.)	
Carrying	frequently	(same as above)	
Reaching	frequently		
Climbing	frequently		
Bending	frequently		
Squatting	frequently		
Pushing/Pulling	frequently		
Twisting/Turning	frequently		
Keyboarding	rarely		
Sitting	occasionally		
Standing	frequently		
Walking	frequently		
Crawling	occasionally		
Running	rarely		

The employee who performs this job needs to possess the following:

(Place an X before each applicable category)

- X      Normal hearing with or without corrections.
- X      Normal vision with or without corrections.
- X      The ability to drive or operate a vehicle with or without corrections.
- X      The ability to wear protective equipment including various safety equipment and clothing.

Employee's Signature

Date

Supervisor's Signature

Date

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