

CITY OF GLENDALE

TITLE:	Service Worker I	CLASS CODE:	801
REPORTS TO:	Various	GRADE:	14
DEPARTMENT:	Various	FLSA:	N
JOB SPECIFICATION DATE: February 21, 2007 cm			

JOB SUMMARY

Performs routine manual labor, construction, maintenance, or repair work.

ESSENTIAL FUNCTIONS

1. Performs unskilled or semi-skilled maintenance and repair work, assists skilled workers.
2. Performs physical labor involving the use of hand and power tools.
3. Performs routine maintenance on tools and power equipment used.
4. Operates equipment and machines.

Parks Division

1. Maintains and repairs parks by picking up litter, mowing grass, weeding and trimming, painting park equipment and irrigating.
2. Operates various hand and power tools such as chain saws, weed eaters, mowers, and edgers.
3. Sets up barricades around work activity areas.
4. Performs minor maintenance on parks equipment and facilities.

(Adult Center)

1. Provides room and activity area set-up.
2. Transports equipment, vehicles, and supplies.
3. Performs minor repairs on office furniture and equipment.
4. Replaces fuses, light bulbs, and chargers.
5. May occasionally operate mowers if necessary.

Sanitation Division

1. Directs trash and/or recycling haulers to dumping locations at the landfill and/or Materials Recovery Facility (MRF).
2. Monitors waste and/or recycling brought into the landfill and/or MRF and rejects hazardous or unacceptable materials.
3. Sets up barricades around work activity areas
4. Operates forklifts, loaders, tractors, balers, and conveyors.

Police Department

1. Transports equipment, vehicles and supplies.
2. Performs minor repairs on office furniture and equipment.
3. Replaces fuses, light bulbs, and chargers.
4. Distributes office supplies.
5. Inspects vehicles and solicits repair estimates.
6. Oversees cleaning of vehicles.

Fire Department

1. Transports equipment and supplies to and from various vendors, City departments and fire facilities.
2. Assists in the maintenance and inventory of fire station supplies and orders.
3. Inspects non-emergency vehicles and solicits repair estimates.
4. Oversees cleaning of vehicles.
5. Explains fire department services to residents and businesses.

Landfill / Materials Recovery Facility (MRF) Divisions

1. Removes waste from landfill and/or MRF working area.
2. Performs repetitive lifting to remove inappropriate objects from landfill and/or MRF.
3. Operates tire machine to remove rims from tires.
4. Operates foam machine.
5. Operates water wagon.
6. Fuels equipment and transfers fuel from landfill main storage tank to fuel truck.
7. Directs trash and/or recycle haulers to dumping locations at the landfill and/or MRF.
8. Monitors waste brought into the landfill and/or MRF and rejects hazardous or unacceptable materials.
9. Operates light and medium equipment such as trucks, balers, conveyers, loaders, tractors, and forklifts.
10. Sets up barricades around work activity areas.
11. Knowledge of Landfill and/or MRF operations and illegal landfill and/or MRF refuse.

SECONDARY FUNCTIONS

1. May occasionally provide general direction to personnel.
2. May handle problems and questions from the public.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Procedures, materials, tools and equipment used in area of assignment

Skill in:

Use of hand and basic power tools such as shovels, pick axes, and post hole diggers
The use of riding lawn maintenance equipment and painting equipment

Ability to:

Follow oral and written instructions
Deal courteously with the public
Perform physical labor
Establish effective working relationships with other City employees

WORKING CONDITIONS

Work involves heavy digging, heavy lifting, extensive walking, bending, and standing; exposure to traffic; seasonal and inclement weather; and hazardous materials. Risks can be reduced by the use of safety precautions.

MINIMUM QUALIFICATIONS

One year of experience in unskilled maintenance, construction or repair work.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Depending upon area of assignment applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.

Valid Arizona driver's license

Some positions require the ability to obtain a CDL within 90 days, depending on area of assignment

May be subject to call back and stand by duty

May be required to work evenings, weekends and holidays