PUBLIC SERVICES EMPLOYEE LEVEL 1

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SUMMARY

Perform a variety of tasks involving burials, grave excavation, tree trimming and the maintenance and repair of park or cemetery grounds and equipment. Operate and maintain a variety of vehicles and mechanical equipment. To supplement staffing levels with other City Departments as needed. Perform related work as required.

SUPERVISION RECEIVED

Daily assignments are made by the Public Works Superintendent, and then the Cemetery Foreman. Work may be checked in progress and upon completion.

RESPPONSIBILITES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Operate and maintain a variety of light and heavy motor vehicles and mechanical equipment.

 a. Operate light and heavy trucks to haul materials and equipment to work sites, and to plow snow and spread salt on streets.

 b. Operate specialized equipment such as bucket trucks, earth bore machine, and air compressors.

 c. Operate a variety of power tools such as mowers, chain saws, weed eaters, and hedgers.

d. May assist in maintenance and light repair of mechanical equipment. Wash, clean, fuel, lubricate and change oil in vehicles. Change and repair tires.

2. Perform a variety of semi-skilled and unskilled tasks involving the care and maintenance of cemetery or park grounds and equipment.

 a. In a municipal park: plant, transplant, trim and spray trees, shrubs and flowers; remove, sort, store and replant bulbs, plant seedlings and prepare flower beds; repair and maintain park equipment.

 b. In a municipal cemetery: trim, remove and spray trees, open and close graves, assist in disinterments, mix and pour cement for headstone foundations.

3. Repair and maintain hoses and sprinklers.

4. Cut and remove trees.

5. Mow grass, rake and line trim.

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6. Perform snow removal work.

7. Operate power mowers, saws, tractor, truck and other power-driven equipment and tools.

8. Sharpen saws and make minor repairs on equipment and tools.

9. Perform landscaping work.

10. Understanding mapping for excavation and burials.

11. Perform related work as required.

12. Supply supplemental staffing to PUBLIC SERVICE WORKER LEVEL 2 as needs arise.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

 Knowledge of the procedures and practices for operating and maintaining assigned vehicles, mechanical equipment and power tools.

Knowledge of safety procedures and precautions involved in various Cemetery projects and equipment operations.

Reasonable knowledge of the methods, materials and equipment used in landscape maintenance work.

Ability to successfully perform a variety of maintenance activities involving the use of power-driven equipment and tools.

Ability to understand and follow oral and written instructions.

Mechanical aptitude and good physical condition.

Some experience required in performing general labor or grounds maintenance work.

Skill in establishing and maintaining effective working relationships with fellow employees.

Required training includes a high school diploma or equivalent. A Michigan motor vehicle operator’s license is required.

An employee must be able to possess and maintain a chauffeur drivers license (CDL) class B with an airbrake endorsement.