

# City of Gatlinburg

## Public Service Worker Position Vacancy Information and Requirements

The City of Gatlinburg Street Department is accepting applications for a Public Service Worker position, Grade 4. Upon a conditional offer of employment, the candidate must successfully pass a physical examination by a licensed physician, background check and successfully pass a drug screen.

### **JOB PURPOSE:**

Performs semi-skilled to skilled work providing general assistance to public services maintenance, mowing and construction crews. Activities associated with the job include, but are not limited to: paving, performing manual labor, trimming and cutting trees, assisting with snow removal, directing traffic, assisting with the installation of guardrails and signs and building forms for constructing concrete supports and structures. Additional activities include patching, repairing and maintaining streets, curbs and gutters and assisting with landscaping projects. Work is performed under regular supervision by Public Services Crew Leader.

### **ESSENTIAL FUNCTIONS:**

The heavy work providing support to public service employees, including Crew Leaders, Equipment Operators, etc., which includes operating trucks and equipment in the construction, repair, and maintenance of streets, utility lines, storm drainage and related facilities and systems; replacement and repair of sidewalks; performing general labor tasks.

### **QUALIFICATIONS:**

Graduation from an accredited high school (or GED); a minimum of one year experience in construction or related work or ability to read and write at the eighth grade level and at least a minimum of 10 years of construction experience in the field of carpentry and/or masonry/concrete ; ability to interact successfully with co-workers and the public; ability to consistently adhere to daily instructions and make decisions within established operating procedures; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions.

**SPECIAL REQUIREMENTS:**

Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates. Experience in concrete and paving work is preferred.

**SALARY AND BENEFITS:**

The current starting pay for a Public Service Worker is \$25,714.

The City currently provides the following 100% City-paid employee benefits medical insurance, dental insurance, \$20,000 life insurance policy, long-term disability insurance, longevity pay, vacation leave, sick leave, 11 paid holidays, and bereavement leave.

Complete and return the application, position is open until filled.

*Resumes may be included as a supplement to the application but NOT as a substitute. For some jobs, copies of diplomas, transcripts, or certifications may be required. The need for this documentation will be specified in the job announcement or as supplemental materials in the application.*

**Applications cannot be faxed.**

Additional information may be obtained by calling Human Resources at (865) 436-1414.

*The City of Gatlinburg does not discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.*

## Public Service Worker

### Nature of Work

This is semi-skilled to skilled work providing general assistance to public services maintenance, mowing and construction crews. Activities associated with the job include, but are not limited to: performing manual labor, trimming and cutting trees, assisting with snow removal, directing traffic, assisting with the installation of guardrails and signs and building forms for constructing concrete supports and structures. Additional activities include patching, repairing and maintaining streets, curbs and gutters and assisting with landscaping projects. Incumbents frequently utilize power tools and mechanized equipment when performing assigned tasks. Job responsibilities require experience working with heavy equipment and machinery utilized for public services maintenance and repair projects, good decision making and interpersonal skills, ability to consistently adhere to established policies and procedures and follow instructions and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the immediate Public Services Crew Leader and/or Public Services Manager through review of the quality and timeliness of tasks completed by the incumbent, knowledge and expertise in public services activities, willingness to assist with work assignments and ability to follow instructions and interact effectively with co-workers.

### Illustrative Examples of Work

- Gathers tools, materials and supplies for various job assignments and loads into assigned vehicles.
- Provides support to public service employees, including Crew Leaders, Equipment Operators, etc. by performing any needed semiskilled and skilled labor tasks.
- Removes debris, trash, and dirt from highways, medians, right of ways, drainage ditches and other areas.
- Rebuilds road shoulders, digs ditches and rebuilds driving aprons.
- Installs, repairs and maintains storm drain facilities and builds and sets forms for sidewalks, curbs and gutters.
- Assists with the installation and repair of signs, guardrails and barriers.
- Assists in constructing and paving roads including shoveling asphalt, forming and pouring concrete, road patching/maintenance and other related tasks.
- Ties down steel and pours and finishes concrete for road construction and repair projects.
- Utilizes a jackhammer to break up and remove asphalt and concrete.
- Assists in building catch basins and installing drain tile according to specifications.
- Loads and unloads equipment and materials and assists drivers in servicing equipment.
- Operates bush hogs and other mowing equipment along city roadways.
- Uses shovels and rakes in tight confined areas not accessible with heavy equipment or machinery.
- Directs traffic around job sites as required.
- Participates in clean up activities after completion of projects.
- Performs related work as required.

## **Necessary Requirements of Work**

Graduation from an accredited high school (or GED); a minimum of one year experience in construction or related work or ability to read and write at the eighth grade level and at least a minimum of 10 years of construction experience in the field of carpentry and/or masonry/concrete ; ability to interact successfully with co-workers and the public; ability to consistently adhere to daily instructions and make decisions within established operating procedures; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education, training, and experience to provide the following knowledge, abilities and skills:

- Knowledge of maintenance and construction hand and power tools, heavy equipment and public services department operations and practices.
- Knowledge of highway construction projects including tying down steel and forming, pouring and finishing of concrete.
- Knowledge of the precautions necessary to work safely with and around heavy equipment utilized in highway construction and maintenance projects.
- Ability to accurately estimate the amount of materials required for various road construction and repair projects.
- Ability to safely use hand tools, power tools and light machinery.
- Ability to understand and follow specific oral and written instructions.
- Ability to consistently adhere to established operational policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers.
- Skill in the use of power tools, hand tools, and light machinery.
- Skill in the use of motor vehicles.

## **Physical Requirements**

This is heavy work requiring the exertion of 100 pound of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils and wearing a self contained breathing apparatus.

## **Necessary Special Requirements**

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.

Gatlinburg Tennessee  
FLSA – Non - Exempt

06/30/2006  
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