



**A NICE PLACE TO VISIT,
A GREAT PLACE TO LIVE!**

SUMMARY DESCRIPTION:

To fulfill the mission, goals, and objectives of Town of Terry Public Works Department, employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. An individual performing the duties of a general maintenance in the streets division must have the requisite skills and personal attributes to perform essential clerical and communications tasks consistent with the requirements of this job description.

POSITION REQUIREMENTS:

1. Be a United States citizen
2. Be at least eighteen (18) years of age;
3. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
4. Be free of misdemeanor convictions for the last twelve (12) months;
5. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
6. Possess a valid Mississippi Driver's License and a good driving record.
7. Be subject to a background investigation;
8. Demonstrate reading and comprehension skills in the English language to at least the 12th Grade level through interviews and written demonstration of proficiency;
9. Demonstrate honesty and integrity by successfully completing pre-employment drug testing;
10. Be subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions; as well as a normal range of hearing; visual acuity and manual dexterity and to operate a personal computer and other standard office equipment. May infrequently drive a City vehicle. Occasional attendance at evening meetings may be required.

ESSENTIAL FUNCTIONS:

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. TASKS THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY.

Street Maintenance and Construction:

Spread, level, and tamp asphalt
Frame, pour, and finish concrete
Spread aggregate, gravel, clay gravel, and dirt
Clean ditches, drainage culverts, and drainage inlets

Clean streets and pick up litter, leaves, limbs, and other debris
Work with hand tools such as shovels, rakes, hoes, etc.
Load and unload material and equipment
Install and repair street signs
Paint street traffic signage and curbs

Grounds Maintenance and Landscaping:

Cut grass and weeds with hand tools, mowers, or tractors
Cultivate grounds and flower beds as required
Prune, spray, and trim plants, shrubs, and trees as required
Maintain and operate grounds maintenance equipment: mowers, chain saws, leaf blowers, weed eaters, etc.

Vehicle and Equipment Operation and Maintenance:

In all instances, employees are expected to practice appropriate safety measures.
Operate equipment and vehicles safely, following operator guidelines
Maintain and inspect equipment and vehicles as instructed by Supervisor
Wear and use appropriate safety protective apparel and traffic control devices.
It may be necessary from time to time to assist in the Sewer Department and may include the following tasks:

Waste Water Treatment Works:

Install and repair sewer lines and appurtenances
Dig, backfill, and compact trenches and ditches as required
Clean, degrease, and repair sewer lift stations
Clean, degrease, and repair sewer man holes
Clean repair mechanical equipment at treatment plants

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED.

SUPERVISORY RESPONSIBILITIES:

As assigned by Public Works Director

MINIMUM QUALIFICATIONS:

If a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position.

EDUCATION and/or EXPERIENCE:

Demonstrated proficiency or experience in work related to the above described duties.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to follow written and oral instructions
- Ability to read maps
- Basic knowledge of city geography
- Ability to use basic hand and power tools
- Ability to exercise dependability, punctuality, and willingness to assist co-workers when work priorities change
- Ability to drive a vehicle
- Ability to operate or learn to operate tractors, backhoes, and other heavy equipment

OTHER REQUIREMENTS:

Have and maintain valid MS Vehicle Operator's license

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

- Heavy work: may frequently lift up to approximately 50 pounds and/or occasionally lift up to approximately 100 pounds
- Physical strength and agility sufficient to perform heavy manual labor for extended periods of times and occasionally under unfavorable weather conditions
- Vision: Requires ability to perceive and discern objects by eye Including maps, charts, equipment control panels, etc.
- Speaking/Hearing: Requires ability to give and receive Information through speaking and listening
- Motor Coordination: Regularly requires use of fingers and hands to work equipment. Will frequently be required to stand, climb, stoop, kneel, crouch or bend

WORK ENVIRONMENT:

While performing the duties of this job, the employee is exposed to outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions. Employee is also exposed to chemicals, pesticides, fertilizer, herbicides, and toxic fumes as well as mowing and cutting machinery/equipment. The noise level in the work environment is moderate to loud.