



City of Brunswick Job Description

Job Title: Crew Member
Department/Div: Public Works
Reports to: Crew Leader
Supervises: None
Salary: \$14.47/hour

FLSA: Non-Exempt
EEO-4 Code: Serv
Date: 12/22/2022

JOB SUMMARY

Performs a variety of unskilled and semi-skilled manual tasks in the maintenance of public areas and properties, construction and maintenance of streets, ditches, rights-of-way, sidewalks, or other City facilities. Performs manual work with shovel, rake, and other hand tools. Work is performed under supervision, and is reviewed regularly for quality, quantity, timeliness of task completion, safety of operation and care of equipment. Performs other duties as required in support of organizational objectives and customer needs.

MAJOR DUTIES

1. Cleans ditches, assists in laying drainage pipe, assists in building and repairing damaged structures and sidewalks.
2. Safely operates weed trimmer, chain saw, and other hand tools to trim and maintain landscaped areas and properties.
3. Picks up and loads trash and tree limbs, assists mower operators, and drives light truck with trailer.
4. Cleans and maintains hand tools used in the work.
5. Works as a member of a team.

KNOWLEDGE REQUIRED BY THE POSITION

1. Ability to perform continuous physical labor and manual tasks safely and efficiently in all weather conditions.
2. Ability to learn geography of the City in order to drive to and from work sites.
3. Ability to learn to use and maintain common hand and power tools necessary for the job safely and efficiently.
4. Ability to understand and carry out oral and written instructions. Ability to make verbal reports of work status. Ability to read and write.
5. Ability to drive a standard transmission truck and pull small trailer.
6. Ability to establish and maintain effective working relations with others and to work as a member of a team.
7. Ability to learn and apply safety practices.
8. Ability to follow maps and relate to locations on job site.
9. Ability to safely perform the physical requirements of the job including walking, standing, sitting, bending, stooping, or kneeling for extended periods of time. Ability to lift up to 50 pounds and to carry for a distance of 20 feet. Ability to climb ladders and stairs. Ability to work in an environment exposed

to dust, dirt, all weather conditions, and occasional hazards associated with working with household and commercial garbage. Ability to tolerate odors associated with household and commercial garbage.

10. Willingness to perform other duties in support of organizational objectives and to meet customer needs.

SUPERVISORY CONTROLS

The Public Works Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include building codes, safety procedures, GDOT regulations, ADA regulations, and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. The variety of maintenance tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance of city facilities. Successful performance results in well maintained and safe city facilities.

CONTACTS

- Contacts are typically with co-workers, inmates, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in city buildings and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Completion of high school education or equivalent. Demonstrated ability to read and write and to understand and follow oral and written instructions, and to perform physical labor. Demonstrated ability to work as part of a team. Possession of safe driving record and valid Class C driver's license. High school diploma or equivalent desired for promotion eligibility. Pre-employment drug screening, Physical Exam, Motor Vehicle Records check, and criminal background check required.

Employee's Signature

Date

Employee's name (Print)