

APPLICANT MUST SUBMIT 10 YEAR CERTIFIED DRIVING RECORD WITH APPLICATION

CITY OF ANDERSON, SOUTH CAROLINA CLASS DESCRIPTION 2005

CLASS TITLE: CREW WORKER I PARKS AND RECREATION DEPARTMENT

ENTRY SALARY \$23,929

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform semi-skilled and unskilled work in the maintenance of City parks and recreational facilities, and to perform related work as required. This class works according to set procedures under close supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Maintains City parks, recreational facilities and/or ball fields as assigned.

Inspects parks and related facilities for safety; initiates and/or informs supervisor of maintenance and repair work required.

Performs general building maintenance and repair work as required, including basic carpentry, plumbing, HVAC and electrical work.

Strips, waxes and buffs interior flooring.

Constructs and/or assembles, installs, maintains and repairs playground equipment, picnic tables, fencing and other park structures.

Paints facilities and other structures.

Prepares ball fields for play; drags, manicures, lines and aerates playing fields; builds up mounds and/or levels fields; removes rocks and debris.

Performs routine grounds maintenance work as assigned, including but not limited to planting grass seed and/or installing sod, mowing grass, fertilizing grass, applying herbicides and pesticides, trimming shrubbery and trees, removing weeds, removing trees, watering lawns and plants, etc.

Removes debris and trash from grounds and facilities.

Transports equipment and other items to and from work sites as directed.

Maintains and performs minor repairs of department vehicles and equipment.

Prepares and submits various records and reports as required.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.

CLASS TITLE: CREW WORKER 1- RECREATION

Attends meetings, workshops, training, etc., as necessary to maintain job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as vehicles, light equipment, maintenance tools and equipment, etc.; may repair power tools and light equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

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HVAC refrigerant transition and recovery certification is desirable.

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EXPERIENCE REQUIREMENTS:

Requires over one year and up to and including two years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The City of Anderson is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.