

# Town of Edisto Beach

## Public Works Worker

DEPARTMENT	Public Works	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	PW Supervisor	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	10/8/2009
SCHEDULE	Monday-Friday 8-4:30	SAT., SUN., HOLIDAYS	As Scheduled
OVERTIME	As Needed	PAY RANGE	TBD

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### GENERAL STATEMENT OF DUTIES

The fundamental reason this classification exists is to perform work of a manual nature, which does not require a high degree of manipulative skill or an acquired skill or previous experience in order to do an effective job. The employee will perform required work for the maintenance of right of ways, drainage, easements, and other Town owned property; maintains and operates various types of motorized equipment in repair of Town infrastructure and facilities. The employee will perform other related work as required, some of which will be mechanical. Work is generally performed under the immediate direction of the Public Works Supervisor but many types of work assigned may be very routine and repetitive in nature and after once learned can be carried on without difficulty and only under general supervision.

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### DUTIES, FUNCTIONS AND RESPONSIBILITIES

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Mows beach accesses, around sidewalks, Town properties, rights of way, bicycle paths, etc.
2. Installs and maintains (repair or replace) regulatory and non-regulatory signs as needed.
3. Trims trees, clears vegetation and provides preventative maintenance (sprays herbicides) on Town property.
4. Removes and properly disposes of animal carcasses.
5. Clears and mows ditches and corresponding banks.
6. Repairs minor damage (pot holes) to roads/sidewalks/bicycle paths.
7. Collects garbage that has been spilled from cans.
8. Performs a variety of work on the Beach such as groin repairs, trash cleanup, silt fence installation, sign installation and repair, etc.
9. Assists Water/Wastewater Department as needed.
10. Acquires supplies and materials to related jobs.
11. Reports any problems noted in the community in reference to any of the above areas to the proper person in authority.
12. Operates mowers, weed eaters, chain saws, lawn care type and mechanical and manual equipment safely using the appropriate personal protection equipment.
13. Cleans convenience station.
14. Performs variety of manual labor functions (dig sign post holes, pick up garbage, hammer nails, etc)
15. Replaces trash cans in beach accesses.

16. Installs emergency signage.
17. May have to work overtime during holiday periods, special events, times of inclement weather and during the preparations for a Tropical storm or Hurricane.
18. Installs and maintains dog waste stations at beach accesses.
19. May be called in to work during emergency situations.
20. Cleans catch basins.
21. Works under direct supervision of the Public Works Supervisor.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

**Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

1. General knowledge of Town of Edisto Beach policies and procedures.
2. General knowledge of the geography of the Town and surrounding area.
3. General knowledge of safe work practices and procedures.
4. General knowledge of mechanical repair and maintenance.
5. Ability to understand and follow written and oral instructions.
6. Ability to work in all weather conditions.
7. Ability to establish and maintain cooperative relationships with fellow employees and the public.
8. Ability to safely operate departmental vehicles, equipment, tools, and other lawn care and mechanical equipment.
9. Ability to perform heavy manual labor.
10. Ability to lift heavy objects and wear protective equipment.

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## **MINIMUM REQUIREMENTS**

### **MINIMUM EDUCATIONAL REQUIREMENTS.**

Must be able to read at an eight (8) grade level.

### **MINIMUM EXPERIENCE REQUIREMENTS.**

No experience required.

### **MINIMUM LICENSE REQUIREMENTS.**

Must possess a valid South Carolina Driver's License or have the ability to secure a South Carolina Driver's License upon employment.

Local residency preferred.

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## **PHYSICAL REQUIREMENTS**

- Physical ability to perform the tasks required of this classification.

- Constant standing, walking, bending, stooping, squatting, crawling, kneeling, twisting; climbing of ladders; reaching above, at, and below shoulder level; pushing, pulling, lifting, carrying up to 50 pounds.
- The employee must possess sufficient manual dexterity to operate the following: rakes, shovels, hoes, weed eaters, riding mowers, push mowers, tractors with attachments, blowers, chainsaws, brush clippers, hammers, wrenches, pliers, screwdrivers, etc.

## **WORK ENVIRONMENT**

- Work is performed primarily in outdoor settings in all weather conditions, including temperature extremes during day and night. Individual is exposed to hazards associated with performing manual labor and operating heavy equipment including noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is sometimes loud and constant from traffic and engine noise.
- The job risks exposure to dangerous animals, working in or near traffic and natural and man-made disasters.

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## **ESSENTIAL SAFETY FUNCTIONS**

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

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## **Acknowledgments**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

\_\_\_\_\_  
Employee's Name Print

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town's Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*