

SWING MAN

GENERAL PURPOSE. The Swing Man is a non-exempt position under FLSA. This employee maintains and repairs city streets, operates light equipment, and fills in at the water plant. This employee must possess a mechanical aptitude.

I. JOB DESCRIPTION.

DUTIES & RESPONSIBILITIES.

1. Operates light equipment such as a loader, street sweeper, oiler and dump trucks.
2. Fills potholes, ditches and removes snow.
3. Installs, repairs and unclogs culverts.
4. Repairs and replaces street signs.
5. Chips and seals streets.
6. Performs maintenance on city equipment and vehicles as needed.
7. Mows grass at city parks, trims trees and plants, flowers and bushes.
8. Installation and maintenance of Christmas decorations.
9. Reads water meters.
10. Fills in at the water plant, on the refuse truck, for the water and sewer dept., public works dept. and as inmate supervisor.
11. Performs other related duties as deemed necessary or as required.
12. Monthly Safety Meeting Attendance is required.

SUPERVISION RECEIVED. The Swing Man reports to the Deputy City Superintendent - Streets and Parks.

II. JOB SPECIFICATIONS.

KNOWLEDGE, SKILLS & ABILITIES.

1. Knowledge of street maintenance and construction.
2. Knowledge of equipment maintenance, including water treatment equipment.
3. Knowledge of problem solving methods in solving construction and water issues.
4. Knowledge of mathematics, monitoring requirements, and chemical usage.
5. Skill in developing working relationships with citizens, and other employees and other governmental agencies.
6. Skill in oral communications.
7. Ability to operate departmental equipment including, but not limited to: loader, backhoe, oiler, street sweeper, trucks, mowers, power tools, chlorinators, amperemetric tritator, jar test machine, turbidimeter and spectrophotometer.
8. Ability to read and interpret written instructions, manuals and maps.
9. Ability and willingness to learn.

EXPERIENCE & TRAINING.

1. High school diploma or GED.
2. Must have a valid state driver's license and have the ability to obtain a CDL.
3. One (1) year of light equipment operation or related experience.
4. Prefer previous supervision of at least two (2) employees.
5. Expected to have acquired the necessary information and skills to perform the job well within six (6) months of employment and to pass Class 1 Water certification test in two (2) years.

PHYSICAL DEMANDS & WORK ENVIRONMENT. See the essential functions table on page B17

MISCELLANEOUS.

1. Must pass a medical examination, including a drug & alcohol screening.
2. Manual labor and adverse working conditions may exist with this position.

