

**City of Greenwood**  
**Job Description – May 2018**  
**Job Title: Crewman, Public Works**

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**GENERAL STATEMENT OF JOB**

Under general supervision performs general maintenance duties to enhance and maintain the streets and right of ways within the City. Reports to the Crew Chief.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Leaf and limb collection, mowing grass, planting flowers, weed removal and other duties to promote and enhance the beautification of the City.

Performs general duties related to patching potholes and sidewalk repair.

Installing and repairing street signs.

Performs general duties related to preparing and setting up event support materials and assisting with staffing these events as necessary.

Utilizes/operates various types of tools and equipment as required such as City fleet vehicles, chain saws, blowers, lawn mowers, grass trimmers, shovels, pitchforks, rakes, brooms, etc.

Provides assistance, as necessary, in emergency situations and during after hours or inclement weather conditions.

Performs other related duties as required/assigned.

**MINIMUM TRAINING AND EXPERIENCE**

High school graduate with some knowledge in the field of lawn maintenance or construction preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina Driver's License.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and tools including motor vehicles, chain saws, blowers, lawn mowers, grass trimmers, shovels, pitchforks, rakes, brooms, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of those for sedentary work.

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Work involves walking, standing, reaching, bending, crouching, stooping, climbing, etc. for varying periods of time. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to, or divergent from, obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak to co-workers and the general public with poise, voice control and confidence.

**Intelligence:** Has the ability to apply principles of rational systems such as equipment operation in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated office equipment. Requires the ability to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

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**Interpersonal Temperament:** Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear.)

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the policies, procedures, and activities of the Department as they pertain to the performance of duties of the position. Is knowledgeable and skilled in the utilization of a variety of machinery, tools and equipment needed to complete daily tasks in an effective and safe manner. Has the skills and ability necessary to safely and lawfully operate motor vehicles and equipment. Has comprehensive knowledge of the mechanical terminology utilized within the department. Can utilize common sense understanding and independent judgment in routine situations. Can understand and follow both oral and written instructions and complete work in a timely manner. Can work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Is knowledgeable of the established standards of the productivity and quality of work to be maintained in the performance of the job and can meet the criteria accordingly. Has the skills to communicate in an effective manner with all levels of management and other persons.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all City departments and divisions, co-workers and the public.

**Quantity of Work:** Performs described “Specific Duties and Responsibilities” and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, City policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

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**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City Policy of procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Administrator, professionals and the public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.