

<b>Job Class Code: 4130</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Hourly</b>	<b>EEO Category: 8</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform routine unskilled manual work. The class is responsible for assigned tasks. The class works according to set procedures under direct supervision

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Loads and unloads gravel, dirt, timber, chemicals, or other materials, tools, and equipment.</li> <li>• Cuts grass and trees, and rakes leaves</li> <li>• Digs shallow trenches and ditches; assists in installing pipes; cleans catch basins, manholes, and sewer lines.</li> <li>• Performs maintenance functions such as greasing pumps, motors, and shafts, and replacing valves; performs light repairs and installations as directed.</li> <li>• Performs grounds and facility maintenance.</li> <li>• Installs, upgrades, and replaces meter boxes; assists in the repair, maintenance, and installation of water and/or sewer lines and related facilities.</li> <li>• Picks up paper and debris on public property and streets.</li> <li>• Performs various street maintenance duties such as cleaning gutters, raking and spreading asphalt, or patching holes.</li> <li>• Serves as traffic flagger on street or utility projects.</li> <li>• Assists with setting up forms and pouring concrete.</li> <li>• Interacts with customers to provide routine information.</li> <li>• Performs routine clerical tasks such as completing work orders or maintaining logs.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Follows instructions and orders of supervisor.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs basic addition and subtraction, such as making change or measuring.
<b>Language Requirements</b>	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
<b>Mental Requirements</b>	Performs manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Makes a few decisions, affecting only the individual.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires instruction that is sufficient for satisfactory job performance.
<b>Experience</b>	None

<b>Special Certifications and Licenses</b>	Depending on departmental operational requirements, may require valid driver's license and driving record in compliance with City Driving Standards.
<b>Special Requirements</b>	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake 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.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 04/07/2020