



## City of North Charleston

### Vacancy Notice

**Position:** FIELD SERVICE LEAD WORKER

**Department:** Recreation

**Pay Grade:** 105 (\$39,345 – \$60,049)

#### GENERAL STATEMENT OF POSITION

\*Under occasional supervision, provides leadership in and participates in the work of crews engaged in landscaping and streets and drainage maintenance. Assists in ensuring division compliance with applicable laws, regulations, policies, procedures, and standards of quality and safety. Performs related work as required. \*Full job description attached.

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires high school diploma or GED equivalent supplemented by nine to twelve months of experience in public works operations and/or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 06/28/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>FIELD SERVICE LEAD WORKER</b>		<b>Job Code:</b>	545
<b>Core Comp Group</b>	<b>ADMINISTRATION</b>		<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	105			
<b>Effective Date</b>	02/08/2022	<b>Revision A: Risk</b>	M. COLE 02/08/2022	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	Recreation		<b>Dept. #</b>	700
<b>Location:</b>	Recreation		<b>EM Status:</b>	
<b>Reports To:</b>	Director of Recreation			

**Summary Objective**

Under occasional supervision, provides leadership in and participates in the work of crews engaged in landscaping and streets and drainage maintenance. Assists in ensuring division compliance with applicable laws, regulations, policies, procedures, and standards of quality and safety. Performs related work as required.

**Essential Functions**

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

- Provides leadership in and participates in the construction and maintenance of public grounds, rights-of-way and drainage easements.
- Assists in supervising the duties of assigned crew members. Supervisory duties include instructing; assigning and reviewing work of others; maintaining standards and acting on employee problems. Offers training, advice and assistance as needed.
- Operates vehicles, trucks, skid steer loader, weed cutters, chain saws and other equipment to accomplish maintenance tasks.
- Operates a telephone and two-way radio; uses maintenance and construction materials and various hand and power tools.
- Requisitions equipment, materials and supplies as needed.
- Inspects equipment for safety and proper working condition and supervises the proper maintenance of assigned equipment and tools.
- Inspects work in progress and at completion to ensure compliance with all City policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.
- Receives and responds to public inquiries, requests for assistance and complaints regarding division projects.
- Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills.
- Receives and reviews various records and reports including work requests.
- Prepares a variety of documents, including but not limited to work orders, code violation reports, and various other records and reports.
- Refers to policy and procedure manuals, safety manual, safety sheets, construction drawings, maps, equipment manuals, codes, ordinances, regulations, supply catalogs, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other department / division heads, other City personnel, subordinates, vendors, and the general public.

- Assists with disaster and storm clean-up and recovery activities.
- Assists with special projects as assigned.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Field Service Lead Worker.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the methods, materials, tools and equipment used in landscaping and streets / drainage construction and maintenance work.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Ability to ensure safe and effective use of equipment and tools by subordinates.
- Ability to conduct thorough inspections of work in progress to ensure compliance with applicable codes, laws, regulations, policies, procedures and standards.
- Ability to help coordinate division activities with other City and county departments, property/business owners and agencies in order to accomplish goals and complete projects.
- Ability to provide effective leadership and limited supervision of assigned crew members.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.
- Ability to read and interpret construction drawings, equipment manuals and other technical materials pertaining to the responsibilities of the job.
- Ability to prepare routine reports and records with accuracy and in a timely manner.
- Knowledge of the terminology used within the division.
- Ability to perform work effectively despite exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, disease / pathogens, electrical currents, unusual noise levels, construction / traffic hazards, etc.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

### **Minimum Education and Experience Requirements**

Requires high school diploma or GED equivalent supplemented by nine to twelve months of experience in public works operations and/or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and involves exerting moderate force on a recurring basis and heavy force on an occasional basis.

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - bright/dim light; dusts and pollen
  - extreme heat and/or cold; wet or humid conditions
  - extreme noise levels; animals/wildlife;
  - vibration; fumes and/or noxious odors;
  - traffic; moving machinery;
  - electrical shock; heights;

### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.