

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005231
Grade 9**

PUBLIC SERVICE WORKER II

DEFINITION OF CLASS:

This is unskilled manual labor work in the maintenance and repair of County roads and property. Contacts are generally limited to the members of a crew to which an employee is assigned for the purpose of providing and receiving information and instructions. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class is responsible for performing a wide variety of manual labor tasks at a proficient level using a variety of small and large handled tools and some power tools/equipment, including but not limited to: rakes, shovels, mattocks, mowers, plate tampers, chain saws, power pole saws, cement mixers, jack hammers, air compressors, weed eaters and edgers, and general carpentry tools.

The employee typically works a part of a crew, and is expected to carry out previously performed duties with very little or no instruction from lead/supervisory workers. Work is generally performed outdoors in tiring and uncomfortable positions for long periods, e.g., employees continuously bend, reach, stretch, lift, stoop, climb and crouch, at times in cramped quarters and/or awkward positions. The employee regularly exerts medium physical effort, such as pulling, pushing, lifting and carrying items weighing up to fifty (50) pounds, and occasionally performs heavy physical effort, such as pulling, pushing, lifting and carrying items weighing over fifty (50) pounds. The employee, by working close to heavy traffic, operating power tools/equipment and being around moving machinery, is exposed to hazards that require constant awareness, adherence to special safety precautions to safeguard the worker, and use of some safety equipment/clothing, including safety shoes, hard hats, ear protectors and/or respiratory masks. Work is performed outdoors where the employee is regularly exposed to severe weather, grease, dirt and muck from digging and working amid run-off, storm drains and catch basins, asphalt and other bituminous products, noxious or malodorous fumes, high levels of dust, and similar unpleasantness and discomforts.

EXAMPLES OF DUTIES: (Illustrative Only)

- Digs trenches and holes for roadway and ditch repairs, fills holes with dirt and levels bumps and low places using shovel, hand tamper and rake.
- Mixes concrete, helps tie and set reinforcing steel and performs other manual labor tasks in support of brick and stone work.
- Sweeps, shovels, rakes leaves, picks up litter, and cuts, trims and loads brush, using hand or chain saws.
- Performs a range of leafing tasks in season.
- Cleans gutters, catch basins, sewers, culverts and other drainage structures.
- Installs and removes snow fences.
- Serves as a sign-man on road projects.
- Sets out and picks up barricades, lane cones and signs to channel traffic around work crews.
- Mows, clears vines, cuts weeds and clears debris from rights-of-way.

- Installs and removes signs and sign posts.
- Cleans public parking garage decks, walls and stairwells.
- Cleans and maintains tools and equipment.
- Opens and unpacks cardboard cartons and removes contents; lifts and carries packages, materials, tools, etc., and places them where directed.
- Moves and arranges furniture as directed.
- Shovels snow from sidewalks and spreads sand and salt on slick and hazardous roads.
- Loads and unloads stone, gravel, dirt, asphalt, timber and heavy equipment.
- Carries tools and equipment to and from storage and work areas.
- Lays drainage pipe and rakes and spreads asphalt under supervision.
- Responds during emergencies and assists Equipment Operators in snow removal efforts.
- Collects and loads trash.
- May water grass, plant small trees and shrubbery and prunes small trees and shrubs.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and the ability to safely and effectively use a variety of small and large handled tools and some power tools/equipment, including but not limited to: rakes, shovels, mattocks, mowers, plate tampers, chain saws, power pole saws, cement mixers, jack hammers, air compressors, weed eaters and edgers and general carpentry tools.
- Knowledge of and ability to perform operator maintenance on the equipment/tools used.
- Knowledge of and ability to transfer power to the various working aspects of the equipment's components and to ably use the levers, buttons and pedals in concert to control the equipment.
- Knowledge of how to load and secure cargo to prevent shifting or departing.
- Ability to understand and effectively carry out verbal and simple written instructions.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Ability to read and write in English and carry out simple written instructions.

Equivalency: None.

Physical Ability:

- Ability and willingness to perform work for prolonged periods in severe weather.
- Ability to exert moderate physical effort for prolonged periods and heavy physical effort for limited periods.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license as may be required by some positions to operate some equipment in this class.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: April 1964

Revised: July 1969

November 1970

July 1973

January 1974

December 1984

April 1989

Classification Study: May 1991 (M)

Classification Study: December 2000 (M)

August 2013