

**MAJOR FUNCTION**

This is a multi-purpose class requiring the use of a variety of skills. An employee assigned to this class performs tasks in the areas of maintenance, clerical, service, recreation and refuse collection. Work is performed under immediate supervision, although work assignments which are repetitive in nature, once learned, can be carried on without difficulty under general supervision. Work is reviewed by a higher level person while in progress, through observation and upon completion.

**ESSENTIAL JOB DUTIES****Essential Duties**

Positions assigned to this job class may perform any of the following tasks:

Loads and unloads stone, gravel, dirt, asphalt, timber, and heavy mechanical equipment. Cleans gutters, culverts, sewers and other drainage structures. Performs a variety of heavy manual work in connection with the maintenance and construction of sidewalks, streets and sewers. Performs minor repairs. Mows lawns, rakes leaves, cuts brush and trims hedges. Sweeps and mops floors. Washes windows, polishes furniture, dusts woodwork and furniture. Carries refuse, and/or garbage in containers from customer's yard for pick up by a collection vehicle. Collects paper and rubbish. Assists a supervisor of a playground, recreation center, community center, animal service center, or any other City service provider in conducting activities. Distributes equipment, supplies, or other items used in provision of services. Assists with customers or program participants. Assists supervision in giving instructions in program activities. Assists with basic tasks associated with program or operational needs. Performs filing, typing, duplication, answering telephone and basic general clerical duties. Performs related work as required.

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills (As applicable to designated positions)**

Knowledge of one or more activities involved in a City service program. Knowledge of building cleaning practices, supplies and equipment. Ability to perform routine manual work. Ability to perform heavy manual work, sometimes under adverse conditions and physical strength and agility sufficient for lifting heavy objects. Ability to work during adverse weather conditions. Ability to instruct program participants regarding activities. Ability to perform general clerical duties. Ability to follow either oral or written instructions. Ability to interact with the public. Ability to learn and operate the tools, equipment and machines associated with assigned work.

**Minimum Training and Experience**

Ability to follow either written or oral instructions. Some designated positions may require graduation from high school or an equivalent recognized certificate.

Established: 01-22-87  
Revised: 02-02-87  
02-16-90  
08-23-04\*  
06-07-06