

Position:	Street Maintenance Worker
Reports to:	Crew Leader
FLSA Status:	Non-Exempt
Date:	June 2007



## JOB DESCRIPTION

JOB SUMMARY:

The purpose of this position is to provide maintenance of City streets and drainage systems. This is accomplished by patching potholes, crack sealing roads, sign repair, removing debris and trash from roads and drainage systems, and trimming and tree removal. Other duties include assisting the Department of Public Safety with emergency procedures and providing natural disaster response.

ESSENTIAL FUNCTIONS:

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Maintain and repair City streets by directing traffic around work site, patching potholes, shoveling and spreading sealer and asphalt, operating the asphalt roller, repairing curbs, shoulders and guard rails, and street sweeping.
Maintain and repair City drainage systems by cleaning debris from ditches, culverts, and creek beds and repairing sinkholes and storm drainage systems.
Provide street sign maintenance by installing new signs, replacing damaged and old signs, and trimming trees and brush to ensure visibility of signs.
Perform a variety of construction and maintenance activities to include transporting heavy equipment to and from work site, maintaining ad clean and organized maintenance shop, and providing emergency response by applying sand to streets in inclement weather, barricading roads due to high water, and assisting the Department of Public Safety.
Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

<b>Formal Education:</b> Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
<b>Experience:</b> No experience required.
<b>Supervision:</b> Job has no responsibility for the direction or supervision of others.
<b>Human Collaboration Skills:</b> Work requires regular interaction involving exchange and receipt of information.
<b>Freedom to Act:</b> Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
<b>Technical Skills:</b> Basic - Work requires the use of standard technical skills appropriate to the work environment of the organization.
<b>Reading Skills:</b> Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Math Skills:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing Skills:** Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Certificates & Other Requirements:**

- Possession of, or ability to obtain, within six (6) months of employment a Class B Commercial Texas Driver's License.
- Work requires unusual hours and ability to be on call after business hours.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

C - Continuously 2/3 or more of the time.	F - Frequently From 1/3 to 2/3 of the time.	O - Occasionally Up to 1/3 of the time.	R - Rarely Less than 1 hour per week.	N - Never Never occurs.
--	--	--	--	----------------------------

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Observing work site, Observing work duties, Communicating with co-workers
Sitting	O	Meetings, driving
Walking	C	To other departments/offices/equipment, around work site
Lifting	C	Supplies, equipment, files
Carrying	C	Supplies, equipment, files
Pushing/Pulling	C	Equipment, hose
Reaching	C	For supplies
Handling	C	Paperwork
Fine Dexterity	O	Telephone keypad, calibrating equipment
Kneeling	C	Retrieving items from lower shelves/ground
Crouching	C	Retrieving items from lower shelves/ground
Crawling	F	Under equipment, inside attics/pipes/ditches
Bending	C	Retrieving items from lower shelves/ground, making repairs
Twisting	C	Getting inside vehicle
Climbing	O	Stairs, ladder, onto equipment
Balancing	C	on ladder, on equipment
Vision	C	Reading, driving, observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	C	Driving, operating heavy equipment

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer, printer, and related software, telephone, copier, fax machine, heavy equipment, shovels, brooms, rakes, picks, posthole diggers, jackhammers hydraulic or pneumatic, welders, cutting torches, radio, sign printing machines, and school lights.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, boots, hard hat, safety glasses and shields, ear plugs, reflective safety vests, gloves, leather and rubber mud boots, raincoats, coveralls, safety harnesses, traffic control equipment, knee pads, and chain saw chaps.

PRIMARY WORK LOCATION AND WORKING CONDITIONS:

Outdoors and maintenance shop. Working conditions include frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work is performed outside or with exposure to risk. Frequent physical effort is required.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.*

SIGNATURE AND APPROVAL:

I have reviewed this description and find it to be an accurate representation of the demands of the position.

Kevin Hugman, Director of Human Resources  
Printed Name & Title

Kevin Hugman  
Signature

6-4-2007  
Date

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date