

Job Description



Maintenance Worker I – Streets

Department: Streets

Salary Grade: 7 \$13.70 - \$18.26

Reports To: Streets Supervisor

FLSA: Standard/Non-Exempt

Purpose:

Responsible for performing street reconstruction/rehabilitation, surface maintenance, traffic control, drainage clearance and right of way maintenance.

Duties, Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Performs general road maintenance including but not limited to mixing concrete, placing hot or cold asphalt mix and sealing cracks; erecting fences, cleaning drainage ditches and collecting trash; cutting bushes, trimming trees and mowing grass; placing and collecting cones, traffic signs and installing and/or repairing barricades, parking bumpers and guard rails.
- Serves as job site traffic control point and flags traffic as appropriate.
- Assists during emergencies such as floods, severe weather, and accidents by sanding bridges, placing and maintaining warning signs, setting up barricades, cutting up fallen trees and assisting the public.
- Performs preventive maintenance and/or repairs equipment to ensure proper operating conditions including but not limited to checking oil, water, fuel and tire hydraulics; reports deficiencies to supervisor.
- Prepares daily activity logs.
- Confers with customers regarding service problems and reports feedback to supervisor.

Knowledge, Skills and Abilities:

- Basic knowledge of street maintenance work including but not limited to the operation and/or maintenance of heavy/light, gasoline/diesel motorized equipment and hand and power tools (i.e. picks, shovels, rakes, chainsaw, weed-eater)
- Basic understanding of Texas Manual of Uniform Traffic Control Devices I (TMUTCD) provisions
- Basic skills to produce finished quality maintenance repair with minimum rework
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to understand and follow verbal and written instructions, complete daily work orders and work independently in the absence of supervision
- Ability to establish work priorities and complete job tasks within specified time frame with frequent interruptions and changes in priorities
- Basic understanding of problem solving and conflict management techniques
- Ability to provide excellent customer service
- Basic knowledge of City safety rules and operating procedures

Minimum Qualifications:

- High School diploma or GED equivalent.
- Must have a valid Texas Class "C" Driver's License.
- Must pass a drug test, driver's license check, criminal history background check.
- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends; ability to respond to a call within thirty (30) minutes

Preferences:

- Bilingual in English and Spanish
- Prior experience in street construction and maintenance

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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