



Job Title: Maintenance I – Street Department

Classification: Non-Exempt

Pay Grade: Maintenance I

Reports to: Street Superintendent

Approval Date: September 17, 2019

JOB DESCRIPTION

Summary/Objective

Under supervision of the Street Superintendent, employee performs a variety of skilled, semi-skilled tasks in the construction, maintenance, and servicing of City streets, traffic systems, signs, sidewalks, storm drains, and equipment; performs related duties as required.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Works on street construction and maintenance crews doing general laboring tasks such as breaking pavement, pouring and shoveling asphalt, and concrete, or stamping and smoothing asphalt and concrete; operates manual compactors; digs out holes with manual and automatic digging tools and directs traffic.
2. Assists in the repair of storm drains, catch basins, and storm drain pipes (culverts).
3. Removes, replaces, and repairs street signs, performs minor traffic striping on streets, crosswalks, and curbs; manufacturers special signs for special events.
4. Answers emergency calls from the public and other agencies taking appropriate actions such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets.

5. Fills water tanks and drives sweeper near curb, operates controls to activate rotary brushes and water spray to facilitate debris and dust collection.
6. Dumps collected refuse into piles or trucks for disposal.
7. Performs minor maintenance on street sweeper: cleaning vehicle regularly, checking fluids and tire pressures.
8. Performs right-of-way cleanup, weed control, mowing, brush hogging, tree trimming and leaf removal.
9. Drives dump truck, picks up trash, and performs other minor grounds maintenance tasks as needed.
10. Performs temporary (cold patch) and permanent (hot patch) pothole repairs and crack sealing; removes and replaces asphalt.
11. Repaints to restore surfaces; performs traffic striping and painting; paints traffic legends and curbs; paints other public facilities and equipment as assigned.
12. Drives truck with snow plow to clear streets of accumulated snow.
13. May perform building maintenance tasks when assisting skilled maintenance personnel in carpentry, heating, plumbing or electrical work.
14. Assists other street department employees in the performance of their assigned duties.
15. All other duties as assigned.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

Employee frequently works in outside weather conditions, including wet, hot and cold, and is frequently exposed to vibration and street/road traffic and near moving mechanical parts. Employee may use chemicals and lubricants which may expose the employee to fumes, dust and air contaminants. Employee may be exposed to mechanical and biological hazards. Employee may work in heavy vehicle traffic conditions. Employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Employee is required to respond to after-hour emergency call-outs.

Physical Demands *[NOTE: This section may require amendments after a physical capacity testing program is implemented.]*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time.
- Require to frequently stoop, bend, kneel, crouch, crawl, twist, grasp, and make repetitive hand movements.
- Require ability to climb ladders, work at heights over 10 feet, work in confined spaces.

- Require the use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Require ability to lift, carry, push, and/or pull moderate to heavy amounts of weight.
- Require operating assigned equipment and vehicles.
- Require verbal communication to exchange information.
- Require specific vision abilities including close vision, distance vision, depth perception and ability to adjust focus with or without correction.
- Require hearing in normal audio range with or without correction.

Position Type/Expected Hours of Work

Monday thru Friday 7:00 AM – 4:00 PM, typically. When assigned to street sweeping/Transfer Station assistance, Tuesday thru Saturday, with flexible daily hours (40 hrs./week).

After hours and weekend work required for special projects and emergencies.

Travel

Travel is primarily local during the business day.

Required Education and Experience

1. High school graduation or GED equivalent.

Preferred Education and Experience

1. One (1) year experience working in a manual labor position

Additional Eligibility Qualifications

1. Knowledge of basic maintenance procedures, practices and chemicals used in the maintenance field.
2. Knowledge of safe work practices and policies.
3. Ability to meet the physical and environmental demands to safely perform the assigned tasks.
4. Ability to work in inclement weather.
5. Ability to work independently or in small groups while performing semi-skilled grounds and equipment maintenance and repair work.
6. Ability to maintain simple written records and reports.
7. Ability to read and interpret a variety of instructions and documents in written, oral, diagram, or schedule form.
8. Ability to communicate clearly and concisely, both orally and in writing.
9. Ability to make peers and supervisors know of decisions, changes, mishaps, and other relevant information in a timely manner.
10. Ability to establish and maintain effective working relationships with peers and supervisors.

11. Ability to deal courteously and diplomatically with the general public.
12. Valid Missouri driver's license and good driving record.
13. Successful drug screen.
14. Successful physical capacity test.
15. No felony convictions or misdemeanor convictions resulting from felony arrests.
16. Must be at least 18 years of age.

Work Authorization/Security Clearance

N/A

Equal Employment Opportunity Statement

The City of Clinton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, City of Clinton will provide reasonable accommodations for qualified individuals with disabilities.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.