**STREET DEPARTMENT**

**MAINTENANCE WORKER**

**PURPOSE OF JOB**

Under general supervision of Street Department Manager, performs a variety of manual tasks in the installation, repair and maintenance of City streets and right of ways.

**EQUIPMENT/JOB LOCATION**

* The employee will work outdoors, as required, in various weather conditions such as: heat, snow, cold, sleet, rain, wind, daylight, dark, etc.
* Work involves frequent physical exertion including: walking, climbing, sitting, standing, kneeling, lifting, stooping and crawling.
* Work will involve being in ditches, on inclines and banks.
* Requires the knowledge and ability to operate light and heavy equipment, as well as hand and power tools.
* The employee may be exposed to such conditions as moving mechanical parts, dirt, mud, oil, grease, noise, chemicals, fumes, toxic substances, temperature and weather extremes.
* Performs additional duties and emergency duties after normal work hours when requested by supervisor.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Works as part of a crew to install, repair and maintain all aspects of City streets, sidewalks, storm drains, catch basins and right of ways, etc.
* Loads and unloads trucks.
* Operates a snow plow for snow removal.
* Uses a variety of hand, power tools and small machinery such as: light trucks, powers saws, laser transit, air compressor, jack hammer, drill, pavement cutter, etc.
* Occasionally uses heavier equipment such as: loader, backhoe and dump truck.
* Assists in building structures such as porches or small buildings.
* Builds concrete forms and pours concrete.
* Patches potholes.
* Works around and assist with electricity and electronics.
* Operates and maintains tools and equipment.
* Performs general maintenance on vehicles.
* Performs flagging duties for traffic control when street work/repairs are being conducted.
* Performs related maintenance duties such as: litter/debris pickup, digging, mowing, street maintenance, park maintenance, painting, cleaning, loading/unloading of trash, refuse, etc.
* Assembles and delivers garbage cans.
* Observes all safety rules, regulations and precautions.
* Observes appropriate traffic laws.
* Performs other duties as required/assigned.

**REQUIRED KNOWLEDGE AND ABILITIES**

* Knowledge of traffic rules and regulations.
* Knowledge of appropriate safety precautions, practices and procedures.
* Ability to operate light and heavy equipment, power tools and hand tools.
* Ability to establish proper work zones.
* Ability to maintain a high level of discipline and morale.
* Ability to keep accurate records and make reports if required.
* Ability to communicate clearly and effectively orally and written.
* Ability to establish and maintain an effective working relationship with the public and other employees.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

*Any combination of training and experience equivalent to the following can be approved at the discretion of the department supervisor, Human Resources Administrator and City Manager.*

* High school graduation, or equivalent, plus minimum 2 years of directly related experience.
* Requires a Tennessee, Class B commercial driver’s license within first year of employment.
* Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools and equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to occasionally lift heavy assemblies of various weights, possibly 100 pounds or more; however, assistance (both physical and mechanical) is provided when necessary.

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, oil, fuels, grease, odors, wetness, fumes, extreme temperatures, noise extremes, machinery, vibrations, electric currents, toxic agents.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling to convey or exchange information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually and with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, general public and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear.)

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

|  |
| --- |
| I have received a complete copy of the job description and understand the requirements of the job. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature Date |