



Maintenance (Utility) Worker – Street

SALARY RANGE

\$15.00 – \$20.00 per hour
\$1,200 – \$1,600 Biweekly
\$2,600 – \$3,466 Monthly
\$31,200 – \$41,600 Annually

FSLA:

Non-Exempt

GENERAL SUMMARY:

Under general supervision performs wide variety of general maintenance activities and functions including installing, maintaining, and repairing concrete, asphalt and drainage pipes. Performs manual labor tasks. This position will also provide support to the public and assigned City departments and divisions.

SUPERVISION:

Under the general supervision of the Street Crew Leader. Must show independence. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Operate a variety of equipment including trucks, air compressors, rollers, concrete mixers, concrete saw, circular and quickie saws, jackhammers, electric drills, water pumps, and other similar equipment and machinery in repairing and installing concrete, asphalt, and drainage structures in various weather conditions
- Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
- Provide support to assist division staff in the completion of their duties and responsibilities.

- Inspect equipment fluid levels including oil, fuel, water, and transmission fluid; refill fuel as needed; and report the need for repair.
- Assist with excavation projects by using manual labor not limited to shoveling by hand, and using probing rods to locate leaks and utility line.
- Complete daily work log and work orders as required by appropriate division staff member.
- Adhere to safety regulations including wearing appropriate clothing, erection proper barricades and signage and using proper equipment and materials as assigned.
- Setup or assist with setting up traffic safety zones as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Prepare concrete base including setting wood forms and positioning steel; set grade; repair any water utility pavement cuts as necessary; pour concrete; remove wooden forms; clean site; assist with concrete finishing including tamping, tacking, edging, joining, and floating; spread loam as needed.
- Assist with operating sanding tucks; distribute sanding materials on road under freezing and snowy conditions.
- Identify and collect equipment needs for each assigned site; stock truck with materials and supplies as required.
- Answer questions and provide information to the public as necessary including notifications of utility construction and emergency work.
- May repair fences as assigned; cut or trim vegetation as requested including trimming trees; mowing; weed eating; remove and transport a variety of debris.
- Respond to road service and traffic control response as required on-call including hazardous and severe weather conditions.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

Requires a High School Diploma/GED

EXPERIENCE

Working experience with hand tools, light and heavy equipment required.

Working experience in general construction labor is preferred.

LICENSES AND CERTIFICATES

Possess a valid Class C Texas driver's license.

Possess or obtain Class B CDL within 90 days of hire.

COMPETENCIES:

An employee's performance will be evaluated on seven competencies.

- Communication

- Quantity/Quality of Work
- Teamwork
- Initiative/Motivation
- Planning/Organizing
- Safety
- Dependability/Attendance

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Uses of purposes of general construction and maintenance of tools and equipment.
- Proper safety precautions related to all work performed.
- Methods, techniques, and procedures related to an assigned area of responsibility. Proper safety precautions related to all work performed.
- Purposes and uses of a variety of vehicles, equipment, electrical tools, and hand tools including motorized hydraulic equipment.

Skill in:

- Operating and using hand tools, mechanical equipment, power tools, and other equipment required for projects in a safe and efficient manner.
- Using various types of manual and electrical tools.

Ability to:

- Work on-call.
- Learn City and departmental policies and procedures.
- Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Maintain assigned equipment and associated parts including verifying fluid levels.
- Use of oral communication clearly and concisely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.
- Complete paperwork as required (work logs and work orders as example).
- Read field maps and street maps.
- Work effectively in the absence of supervisor.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.
- Meet City's driving standards.

WORK HOURS:

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Holidays and weekends as required by supervisor.

- On-call (after hours) as necessary.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist				X	
Squat				X	
Crawl			X		
Climb				X	
Reach above Shoulder				X	
Crouch				X	
Kneel				X	
Balance		X			
Push/Pull				X	
Work outside in all conditions					X
Work in confined spaces			X		
Work at heights ≥ 3 feet				X	
Operate machinery				X	

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	F	F	F	F	R
Waist – Overhead	F	F	F	O	R
Carry	F	F	F	F	O
Push/Pull	F	F	F	F	O

Hearing acuity:	N/A	___	Average X	___	Low ___
Visual acuity:	N/A	___	Average X	___	Low ___
Manual dexterity	N/A	___	Average X	___	Low ___

Percent of time spent:	
Standing	40%
Sitting	20%
Walking	40%

Name: _____

Signature: _____ Date: _____