

City of Caldwell

Class Specification

Class Title	MAINTENANCE WORKER (STREETS)
Job Valuation Number	1530
FLSA Designation	Covered
Pay Grade	Level 2
Effective Date	July 2018

General Statement of Duties

Performs manual labor and operates a variety of equipment to construct, repair and maintain the City's streets, curbs, sidewalks and drainage systems; performs related work as required.

Classification Summary

The principal function of an employee in this class is to perform manual work associated with the construction, repair and maintenance of the City's streets, curbs, sidewalks, street signs and drainage systems. The work is performed under the direct supervision of the Lead Person and/or Supervisor. An employee in this class may be assigned to one or more specific areas of responsibility, but are expected to be able to perform all duties associated with the Maintenance Worker classification. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The Maintenance Worker (Streets) requires a minimum of one year of employment as a maintenance worker and his/her performance must be deemed completely proficient with the operation of light and medium equipment in order to be eligible for a Senior Maintenance Worker. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Removes worn, cracked or weathered asphalt using hand or power tools and loads debris for disposal;
- Grades and repairs underlay or roadbed to prepare surface for patching;
- Rolls asphalt patching material and assures patch meets grade and standards;
- Seals and repairs asphalt and concrete infrastructures such as driveways and parking lots;

- Constructs retaining walls and other masonry structures;
- Manually digs trenches, secures, lowers and installs pipes and places precasts or builds inlet boxes and replaces and compacts bedding and overlay material;
- Grades and prepares surfaces for concrete curbs, gutters and storm water inlets;
- Builds and sets forms and pours and finishes cement for concrete structures such as curbs, gutters and storm water inlets;
- Operates mowers, chain saws and weed eaters to maintain right-of-ways, medians and common areas;
- Cleans and clears storm water inlets, drains, bridges, creeks and drainage;
- Operates trucks, salt spreaders, bobcats, tractors and other light, medium and heavy equipment;
- Plants trees, shrubs and plants, landscapes new construction areas and repairs or replaces landscaping disturbed during construction projects;
- Cleans and maintains City structures such as parking garages, decks and downtown areas;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

OTHER DUTIES AND RESPONSIBILITIES

- Fuels, lubricates, performs preventative maintenance and inspects equipment for use in maintenance facilities and projects;
- Cleans and restores construction areas, job sites and other project areas;
- Cleans, maintains and repairs tools, equipment and facilities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of construction equipment, materials and methods;
- Good knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Good knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with other Department and City employees, property owners, businesses and the public.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some experience in road construction or construction related industry; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current and valid driver’s license.
- Provide a current driving record from the Department of Motor Vehicles.
- Ability to obtain a Class A CDL issued by the State of Idaho within 90 days of employment.
- After hours on-call and residency within a 15-minute service response area.
- Subject to a background check.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 30% of the time (2.5+ hours/day)
F (Frequently) Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
C (Constantly) Position requires this activity more than 60% of the time (5.5+ hours/day)

Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>C</u> Stand	<u>C</u> 10 lbs or less	<u>F</u> Toxins/caustics/chemicals
<u>C</u> Walk	<u>C</u> 11 – 20 lbs	<u>C</u> Extreme conditions
<u>F</u> Sit	<u>F</u> 21 – 50 lbs	<u>C</u> Dust
<u>F</u> Manual Manipulation	<u>O</u> 51 – 100 lbs	<u>C</u> Moving mechanical parts
<u>F</u> Grasp	<u>O</u> Over 100 lbs	<u>O</u> Potential electrical shock
<u>F</u> Reach Outward		<u>F</u> High pitched noises
<u>O</u> Reach Above Shoulder	Push/Pull	<u>O</u> Blood-borne pathogens
<u>F</u> Speak	<u>C</u> 12 lbs or less	<u>F</u> Gaseous risk/fumes
<u>O</u> Climb	<u>F</u> 13 – 25 lbs	<u>C</u> Construction zone hazards

O Crawl
 O Squat or Kneel
 F Bend

 F 26 – 40 lbs
 O 41 – 100 lbs
 O Over 100 lbs

 O Communicable disease
 F Hot liquids/fire
 O Height & confined spaces

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, join pipes and make repairs to or finish concrete;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment.

I have reviewed these job requirements and the detailed job description and verify that I can perform all physical demands and essential physical abilities of this position.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Department Manager Approval: _____ Date: _____