

JOB DESCRIPTION

JOB TITLE: Street Maintenance Helper

REPORTS TO: Director of Public Works

ESSENTIAL EXPERIENCE AND EDUCATION QUALIFICATIONS:

Completion of eleventh grade; High School Diploma or GED preferred; Texas Commercial Drivers License, Class B with air brakes. Experience in pavement and structural construction including training in surface finishing of concrete and asphalt.

JOB SUMMARY:

Under supervision, performs manual labor; uses tools and equipment required to maintain, repair, and construct street, drainage, and alley systems; and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the cleaning and washing, maintaining and servicing of tools and equipment; participates in all phases of street, drainage and alley maintenance, repair and construction; loads and unloads materials and equipment; uses hand saw, skill saw, chain saw, drill press, vibrator, bolt cutter, pick, axe, air compressor, jackhammer, cutting torch, and various weight hammers, using proper safety precautions; reads and understands written job instructions and plans; writes reports by hand; uses good judgment to work safely and use equipment properly; lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of maintenance tools and equipment; climbs, crawls, kneels, squats, stoops and bends freely when repairing, constructing, or maintaining streets and alleys; sits or stands for extended periods of time while performing street repairs; hear clearly when working around equipment and in traffic, using proper safety precautions; works indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather; some exposure to dust, fumes, and loud noises that routinely encountered in street and alley maintenance operations, using proper safety precautions. Communicates effectively and courteously with other City employees and the public.

SPECIFIC EQUIPMENT USED:

All equipment listed is used during a typical workday. Operation of equipment is essential and used frequently each day.

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| 1. Pickup Truck – Vehicle | 12. Various Weight Hammers |
| 2. Hand Saws | 13. Chain Saw |
| 3. Skill Saws | 14. Drill Press |
| 4. Drills | 15. Fork Lift |
| 5. Vibrators | 16. Backhoe/Loader |
| 6. Bolt Cutters | 17. Ditching Machine |
| 7. Picks | 18. Boring Machine |
| 8. Axes | 19. Motor Grader |
| 9. Air Compressors | 20. 920 Loader |
| 10. Jackhammers | 21. Tractor Mower/Push Mower |
| 11. Cutting Torch | 22. Mobile Radio |

PHYSICAL DEMANDS: Body Position and Movement

Listed are the body positions and movements used during a typical workday, which are essential and frequently used. This is a description of the way this job is currently performed; it does not address the potential for accommodation.

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| 1. SITTING: | Filling out forms and work orders. Driving vehicles and/or operating equipment. |
| 2. STANDING/WALKING: | Maintenance and inspection of equipment and system. |
| 3. KNEELING/CROUCHING/
STOOPING/SQUATTING/
TWISTING UPPER BODY
AND VISION: | Maintenance, installation, operation and inspection of equipment and system. |
| 4. HEARING/VERBAL: | Maintenance, installation, operation and inspection of equipment and system; radio communication. |

PHYSICAL DEMANDS: Object Manipulation

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

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| 1. AIR COMPRESSOR: | Requires use of hands, legs, feet, arms, bending, twisting and pulling with arms/hands/upper body to set up compressor. Essential and frequent. |
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2. JACKHAMMER
80-90 LBS.:
Grasp with hands, hold with both hands to operate. Requires use of hands, legs, feet, and arms, bending and twisting simultaneously to operate. Essential and frequent.
3. CUTTING TORCH:
Grasp with hands, hold with both hands to cut. Requires use of hands, legs, feet, and arms, bending and twisting simultaneously to operate. Must know safety procedures of oxygen and acetylene. Essential and frequent.
4. CHAIN SAW- 2', 10 LBS:
Grasp with hands, hold with both hands to saw. Requires use of hands, legs, feet, and arms, bending and twisting simultaneously to operate equipment. Pulling with arms/hands/upper body to start. Essential and frequent.
5. BACKHOE/LOADER:
Must climb up on seat and requires use of hands, legs, feet and arms to operate controls. Essential and frequent.
6. DITCHING MACHINE:
Must climb up onto seat and requires use of both hands, legs, feet and arms to operate controls to dig trench. Essential and frequent.
7. BORING MACHINE:
Requires use of hands, legs, feet, and arms, bending, twisting simultaneously and pulling with arms/hands/upper body to set up machine. Essential and frequent.
8. MOTOR GRADER:
Requires sitting in a seat 8' from ground using both hands, legs, feet, arms, bending and twisting simultaneously to operate equipment.
9. 920 LOADER:
Requires sitting in a seat using hands, legs, feet, and arms, bending and twisting simultaneously to operate equipment.
10. TRACTOR MOWER/
PUSH MOWER:
Climbing onto or upon equipment. Requires use of hands, legs, feet and arms. Grasp mower with both hands and pushing/pulling mower with arms and legs while mowing, also

pulling with arms/hands to start. Bending and twisting of body simultaneously to operate both pieces of equipment. Essential and frequent.

COMMUNICATION DEMANDS:

Verbal/visual/hearing demands are required and are essential with citizen contact, telephone communication and when receiving any instructions from Director of Public Works. Reading and writing skills are essential when filling out required forms related to job duties and payroll. Radio communication.

ENVIRONMENTAL DEMANDS:

During a typical work shift, this job involves the following essential and frequent demands.

1. 18-40 degree temperature range (winter months) working until job is complete.
2. 70-100 degree temperature range (summer months) working until job is complete.
3. Involves working under extreme temperature swings when temperature drops because of a cold front.
4. Involves working indoors and outdoors.
5. Involves working around mechanical hazards when operating all equipment and tools.
6. Involves working around chemical hazards when using weed killer spray.
7. Involves working around mechanical hazards. The mechanical parts of various equipment used to perform all job duties.

OTHER JOB CHARACTERISTICS:

During a typical work shift, job involves citizen contact.