

CITY OF MOORE

Job Description

Street & Drainage Maintenance Worker II

Job Code: 7224
Exempt: No
Department: Streets & Drainage
Reports To: Streets and Drainage Supervisor
Location: City Streets
Date Prepared: January 18, 2016
Date Revised: May 05, 2016

GENERAL DESCRIPTION OF POSITION

Work involves the responsibility for a crew of Maintenance Worker I's, part-time, and seasonal employees engaged in manual labor beautifying and maintaining city right of ways.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Trains employees in safe operation of equipment; monitors and inspects work in progress to ensure safety, quality and timely completion of work; reviews and evaluates employee performance. This duty is performed monthly, about 10% of the time.
2. Plan, prioritize, assign, supervise and review the work of staff involved in street maintenance operations. This duty is performed weekly, about 10% of the time.
3. Evaluate operations and activities of City right of ways; recommend improvements and modifications; prepare various reports on operations and activities. This duty is performed as needed, about 5% of the time.
4. Ensures the necessary materials and equipment are available at each job site; ensures equipment and vehicles are in proper working order and rare maintained on a timely basis; notifies supervisor of major equipment and work problems. This duty is performed weekly, about 10% of the time.
5. Ensures workers maintain awareness of others within the work area, maintain a clean and safe work area, follow safety rules and safe work practices and use safety equipment when required. This duty is performed weekly, about 10% of the time.
6. Maintain inventory of division supplies; purchase supplies when necessary. This duty is performed as needed, about 10% of the time.
7. Identify maintenance and repair needs and recommend corrective action. This duty is performed as needed, about 5% of the time.

8. Trim trees; operate a tractor, weed eater, mower and skid steer loader, such as a Bobcat. This duty is performed daily, about 10% of the time.
9. Water, mow, weed, trim, renovate and fertilize right of ways and creeks. This duty is performed daily, about 10% of the time.
10. Perform routine preventive maintenance on equipment as assigned. This duty is performed daily, about 10% of the time.
11. May apply herbicides, fungicides and pesticides safely. This duty is performed as needed, about 5% of the time.
12. Good attendance is required.
13. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 5% of the time.
14. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.G. Hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions, and vibration; frequently exposed to fumes or airborne particles, toxic or caustic chemicals; and occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, sit, reach with hands and arms; and occasionally

required to climb or balance, stoop, kneel, crouch, or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; continuously lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Principles and practices of street maintenance
- Methods, materials and procedures used in the maintenance of streets and related facilities
- Methods and techniques used in estimating time and materials for assigned projects
- Occupational hazards and standard safety precautions necessary in the work
- Principles of supervision, training and performance evaluation
- Principles and procedures of record keeping

Ability to:

- Develop work plans and coordinate street and related maintenance activities
- Evaluate operations, procedures and policies and recommend improvements
- Operate a variety of heavy equipment and tools used in street construction and maintenance
- Prepare and maintain records and reports
- Supervise, train and evaluate assigned staff
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

Three - five years of increasingly responsible experience in street maintenance

Education:

High school diploma or equivalent

License or Certificate:

- Possession of, or ability to obtain, a valid Oklahoma CDL driver's license
- Possession of, or ability to obtain and maintain Certified Applicator Right-of-Way license within ninety days

WORKING CONDITIONS

Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust and grease; moving parts or objects; and irritants odors and chemicals. Special safety precautions are required and protective clothing or gear may be required.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time, moderate to heavy lifting; must be able to operate equipment and an assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform attached essential job functions.

Employee must transfer refuse and debris to flatbed truck. Requires vertically transferring items weighing up to 40 pounds, up to fifty-one times in an hour.

Employee must transfer refuse and debris to flatbed truck. Requires horizontally transferring items weighing up to 40 pounds a distance of 25 feet, up to fifty times in an hour, without mechanical assistance.

Employee must stack court record boxes in storage until destroy date and transfer traffic signs from warehouse to truck. Requires vertically transferring items weighing up to 70 pounds, up to twenty-five times in an hour.

Employee must transfer rolls of barbed wire from warehouse to truck and truck to worksite. Requires vertically transferring barbed wire rolls weighing 85 pounds, up to two times in an hour.

Employee must transfer backpack sprayers and weed eaters from trucks to areas needing spraying and weed eating and back. Requires horizontally transferring equipment weighing up to 50 pounds a distance of 1000 feet, one time per hour, without mechanical assistance.