

CITY OF MOORE

Job Description

Street Maintenance Worker I

Job Code: 6602
Exempt: No
Department: Streets & Drainage
Reports To: Streets & Drainage Supervisor
Location: 2435 North Moore Ave, Moore OK 73160
Date Prepared: January 18, 2016
Date Revised: July 13, 2018

GENERAL DESCRIPTION OF POSITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance and repair of City streets, drainage ways, parks, cemeteries and related facilities. Work hours may vary due to work load, daylight savings time or best for the department.

This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within this series under close supervision. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines, as are positions allocated to the journey level. Because of this, the Maintenance Worker level I position is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform street maintenance duties; operate construction and maintenance equipment such as trucks, tractors, loaders and rollers for a variety of construction and maintenance operations involving streets, sidewalks and gutters. This duty is performed as needed, about 10% of the time.
2. Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work. This duty is performed as needed, about 1% of the time.
3. Set up traffic safety devices such as cones, signs and barricades as necessary. This duty is performed as needed, about 1% of the time.
4. Maintain catch basins and storm drain pipes. This duty is performed as needed, about 1% of the time.
5. Spread asphalt to patch and repair streets. This duty is performed as needed, about 1% of the time.
6. Perform emergency; street, storm water, storm drain or other public service maintenance work as required. This duty is performed as needed, about 1% of the time.
7. Perform routine preventive maintenance on equipment as assigned. This duty is performed daily, about 5% of the time.

8. Paint or stencil traffic directional markings including crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings. This duty is performed as needed, about 1% of the time.
9. Utilize proper safety precautions related to all work performed. This duty is performed daily, about 5% of the time.
10. Operate mowers, tractors, trencher, vehicles and equipment; utilize a variety of hand and power tools in park landscape maintenance work; assist in routine maintenance of such equipment. This duty is performed annually, about 49% of the time.
11. Use bucket truck to trim trees; operate a tractor, weed eater, mower and loader. This duty is performed annually, about 5% of the time.
12. Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used. This duty is performed annually, about 10% of the time.
13. May assist in other sections of the department as necessary. This duty is performed as needed, about 5% of the time.
14. Good attendance is required.
15. 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.
16. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

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

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

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 routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

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.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

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

- Uses and purposes of general construction tools and equipment
- Proper safety precautions related to all work performed

Ability to:

- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending and twisting
- Learn to operate a variety of construction and maintenance equipment
- Understand and carry out oral and written directions
- Establish and maintain effective 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 Guideline

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required

Education:

High school diploma or equivalent

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma CDL driver's license

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.

Employee must transfer refuse and debris to flatbed truck and transfer barricades to and from work truck. Requires vertically and/or horizontally transferring items weighing up to 40 pounds a distance of 25 feet without mechanical assistance and/or from 1 inch to 51 inches, up to fifty times per hour.

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, from 1 inch up to 40 inches, up to twenty-five times per hour.

Employee must transfer rolls of barbed wire from warehouse to truck and from truck to worksite. Requires vertically transferring barbed wire weighing up to 85 pounds, from 2 inches up to 50 inches, up to two times per hour.

Employee must transfer back pack 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 without mechanical assistance, one time per hour.

Employee must transfer items such as court records to and from truck via hand cart/dolly. Must horizontally transfer items requiring a force of up to 40 pounds a distance of 60 feet, up to fifteen times per hour.

Employee must access manholes to work on drainage storm sewers. Must access spaces with entries of 24 inches by 24 inches.

Employee must use wrench to unscrew bolts on trailer hitches and machinery, and operates hand crank on trailers to raise and lower tongue when hitching/unhitching. Requires upper body force of up to 80 pounds.