



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Maintenance Worker – Traffic</b>	<b>LAST UPDATED:</b>	06/25/2013
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Traffic Supervisor	<b>FLSA DESIGNATION:</b>	Non-Exempt

**Summary:** Under general supervision of a Traffic Supervisor with some direction from the Crew Leader, the Maintenance Worker performs a variety of tasks in the general maintenance, repairs and installations on all City owned streets signs, streets lights, traffic signal equipments, etc.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Assists in the maintenance installation and repair of street signs, street lights and traffic signal equipment.
- Assists with inventorying signs and materials and assists with ordering materials and supplies as needed.
- Paints street curbs, crosswalks and other traffic control signage.
- Assists in the construction, repair and maintenance of streets, alleys, sidewalks, curbs, etc.
- Assists in setting up forms and pouring and finishing concrete, laying asphalt and basic street repairs.
  
- Inspects work in progress and at completion for compliance with applicable policies, procedures, plans, specifications, and standards of quality and safety.
- Monitors equipment operator to prevent damage to other utility lines while digging.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing traffic barricades, signage and cones as directed.
  
- Completes reports on daily work assignments and activities as required.
- May be required to remove debris, fallen trees and limbs; replace streets signs during or after hazardous weather or other emergencies.
- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans and maintains equipment and tools in safe operating order.
- Performs routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.
- Maintains safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and tools.
- May be required to install signs as needed.
- Paints street curbs, crosswalks and other traffic control signage.
- Drives dump truck for assignments as required by supervisor.

### Other Important Duties:

- May be required to assist in the setup, teardown, and cleanup for special events and meetings.
- May occasionally be required to work on-call, evenings or weekends.
- Travels to attend meetings and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of general maintenance and repair techniques for common tools and equipment used in general construction and maintenance work; and their basic safety precautions and procedures.
- Knowledge of the operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of City policies and procedures.
- Skill in following oral and written communications and directions.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment, tools and vehicles.
- Skill in resolving customer complaints and concerns.
- Ability to maintain effective working relationships.
- Ability to follow City policies and procedures.

**Preferred Education, Experience, and Certifications:**

- Prefer High School Diploma or GED **or** equivalent combination of education and experience.
- May be required to obtain certification or licensure specific to area of assignment within six (6) months from date of employment.
- Must pass a pre-employment drug screen, physical agility test, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License **and** must obtain State of Texas Class A CDL within six (6) months of employment date.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an outdoor environment.
- May be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, repairing asphalt, transporting, delivering and picking up debris, or other required equipment.
- Daily physical labor that includes extended periods of sitting, standing, bending, reaching, kneeling, entering enclosed spaces, climbing ladders, lifting heavy equipment, digging potholes, swinging a sledgehammer, driving a dump truck, operating other equipment and other similar physically exerting activities on a daily basis
- May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.
- Must be able to lift up to 85 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes sledge hammer, shovel, dump truck, hand/power tools and equipment specific to area of assignment, ladders, testing equipment, generators, water pumps, and department vehicles.

*Approved By:*

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*Kevin Grant, Operations Manager*

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*Date*

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*Shannon Allyn, HR Generalist*

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*Date*