

Position Description: Street Maintenance 1

Position Summary

Under the supervision of the Street Foreman, the Street Maintenance 1 is a non-exempt position under the FLSA. This employee assists with various projects in the Public Works and/or utility departments. This employee will be required to perform many various duties and should possess strong communication, mechanical skills and willingness to learn.

Essential Functions

- Assists with the construction and maintenance of city streets including sealing and patching
- Installs, repairs and replaces road signs
- Trims trees, cuts brush, removes limbs and mows as needed
- Assists with storm water and drainage projects
- Repairs and maintains department equipment to individuals ability
- Performs street sweeping duties as needed
- Provides snow and ice removal during inclement weather
- Assists with solid waste duties including operating the trash truck
- Perform any duties deemed necessary or assigned in the department is assisting

Marginal Functions

- Assist other departments including water, waste water, electric, park or other departments as the need arises
- Perform meter reading function as needed
- Performs weather watching duties as needed
- All other duties as assigned

Classification Quick View	
FLSA:	NON-EXEMPT
ADA:	APPLICABLE
FMLA:	INELIGIBLE
OSHA:	Blood Borne Pathogens
Working Conditions:	Adverse weather, Hazardous Chemicals, Manual Labor

Position Requirements

Experience: One to three years of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job to expected standards within the first year of employment.

Education: High school diploma or GED is required. The position requires a valid Kansas Commercial Driver's license. Possession of CDL in good standing is preferred. Employee without a CDL at the time of start of employee is expected to acquire a CDL in the first year of employment.

Technical Skills: A working knowledge on mechanics, mathematics, road construction, road maintenance, equipment operations and equipment maintenance is required. Employee will be expected to operate department equipment which could include street sweeper, loaders, trash truck, trucks, mowers and hand tools. The ability to read and interpret written instructions, maps, diagrams, schematics and manuals. Strong communication and mechanical skills is preferred.

Problem Solving: Problem solving skills are required for this position. The employee may encounter problems with equipment, citizen complaints and adverse weather.

Decision Making: Decision making is required for this position. This employee makes decisions about performance of daily duties and making necessary repairs in the safest and most efficient way possible.

Supervision: This position is subject to the direct supervision of the project lead person under which the employee is assigned to perform duties. This employee may occasionally exercise supervisory responsibilities over other personnel as needed by the department head.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but this employee does not participate in the annual budget process.

Personal Relationships: Daily contact with the general public, co-workers and supervisory personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and bodily fluids, hazardous chemicals, heavy machinery, excessive noise, working in confined spaces, and all types of weather conditions is expected.

Physical Requirements: Manual labor, including lifting and carrying heavy objects, bending extensive walking, and the ability to operate department equipment is required frequently in the position.

Residency Requirement: Employees must maintain a residence in the City limits of Hillsboro or within a 10 minute response time to city. Response time range will be determined by the City.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.