

Streets Maintenance Worker – City of Port Aransas, Texas

Job Title: Streets Maintenance Worker
Department: Public Works
Reports To: Streets Maintenance Supervisor
FLSA Status: Non-exempt
Prepared By: Director, Public Works
Salary/Grade: 12
Date: 1/12/2024

Summary: Under the direct supervision of the Streets Maintenance Supervisor, the Streets Maintenance Worker performs general labor and semi-skilled level work. The Streets Maintenance Worker is responsible for providing labor in the cleaning, maintenance, and repair of city streets, roadways, access road entrances, and pick up and disposal of all trash, containers, and recycle containers on city streets. Performs any other related work as required and directed.

Essential Duties and Responsibilities include the following:

- Operates all street vehicles and equipment safely and efficiently according to all relevant legislation, policies, and procedures.
- Operates a variety of vehicles backhoe with front bucket, pump truck, water truck, trash truck, pickup truck, etc.
- Operates a variety of tools including mowers, chain saws, trimmers, pumps, and all small tools as required and directed.
- Re-fuels, cleans, oils, greases, maintains, cleans, and washes all vehicles, equipment, tractors, and tools as listed above and as directed including periodic scheduled maintenance and rust prevention activities.
- Services and empties trash cans, disposes of solid waste, and picks up debris/trash, ditches, and street signs on the city streets as required.
- Assist fleet technicians and mechanics in service, repairs, and fabrication of various equipment and tools.
- Assists in properly securing worksites by use of barricades, flags, and traffic direction in and around worksites. Ensures safe working conditions within work areas.
- The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervisory Responsibilities: This position has no direct supervisory responsibility for street maintenance personnel.

- **Competencies:** To perform the job successfully an individual should demonstrate the following competencies-
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* Exhibits confidence in self and others; accepts feedback from others.

- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follow.; policies and procedures complete tasks correctly and on time; and support the organization's goals and values.
- *Judgment* - Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning /Organizing* - Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Tactfully approaches others; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* - Meets productivity standards; completes work in a timely manner.
- *Safety and Security* - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* • Is consistently at work and on time ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; and takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: High school diploma or general education degree (GED); Valid Texas Driver's License, experience in work zone traffic control such as flagging, barricade placement, etc.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform the job successfully, an individual should have a working knowledge of internet software and emailing/texting software using a "smartphone".

Certificates, Licenses, Registrations: Valid Texas Driver's License in good standing.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 20-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable

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Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, high precarious places, and risk of electric shock. The employee will be exposed to possible extended periods of loud noise.

EMPLOYEE: _____

Date: _____