

## **POSITION DESCRIPTION**

**POSITION TITLE:**           **Street Maintenance Lead Worker**

**INCUMBENT:**

**REPORTS TO:**               City Superintendent - Immediate Supervisor

### **A.     POSITION PURPOSE**

Participate in and oversee the construction, maintenance, repair, rehabilitation, and cleaning of City streets, alleys, curbs, gutters, storm drains, and related structures. Perform traffic signing and striping work along with operating and maintaining a variety of equipment and hand/power tools. Ensure work quality and adherence to established policies and procedures, with emphasis put on safety and quality.

### **B.     NATURE AND SCOPE**

#### **1.     Duties:**

- A.     Work with City Superintendent on the construction, maintenance, repair, rehabilitation, and cleaning of City streets, alleys, curbs, gutters, storm drains and related structures.
- B.     Supervise the use, care, and operation of street maintenance tools and equipment.
- C.     Ensure safe operation of light, medium, and heavy-duty construction equipment (backhoe, front-end loader, excavator, asphalt zipper, asphalt patcher, rollers, motor grader, plow, street sweeper, twin-axle dump truck, skid steer).
- D.     Oversee and participate in repairing street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats.
- E.     Identify and repair pot holes.
- F.     Dump, shovel, tamp, and roll asphalt for street patching and resurfacing.
- G.     Assist with the crack seal and chip seal projects.
- H.     Oversee and participate in minor repairs or replacement of cracked, raised, sunken or otherwise damages sidewalks, curbs, and gutters, performing concrete work that includes removal or old surface materials as well as pouring, forming, and finishing of concrete.
- I.     Oversee and participate in breaking and removing concrete using jack hammers, pavement breakers, and other hand and power tools.

- J. Oversee and participate in cleaning storm drains, clearing brush from catch basins and storm drains.
- K. Oversee and participate in operating a paint striper or spray gun in painting line markings on pavement including street lines and crosswalks, traffic markers, delineators, and reflectors.
- L. Conduct traffic control when working in high traffic areas of the City, installing street barricades and cones prior to the performance of maintenance or repair activities.
- M. Oversee and participate in preparing, installing, and replacing City sign posts and signs, fabricate new signs, clean and maintain existing signs.
- N. Respond to public inquiries in a courteous manner, provide information within the area of assignment including explaining street maintenance procedures, and resolve complaints in an efficient manner.
- O. Coordinate snow removal efforts with the City Superintendent, working with staff in other departments to complete the task efficiently.
- P. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports.
- Q. Estimate time, materials, and equipment required for jobs assigned and requisition materials required.
- R. Perform after-hours emergency work and on-call duties on a rotating basis, as assigned.
- S. Maintain tools and assigned equipment, performing preventative maintenance on equipment.
- T. Maintain current South Dakota commercial driver's license.
- U. Perform other duties as directed by immediate supervisor and Director of Public Works.

**2. Challenges and Problems:**

Complete understanding of City policies and procedures, along with the current standards that regulate the construction, maintenance, repair, rehabilitation, and cleaning of City streets, alleys, curbs, gutters, storm drains, and related structures. Customer desires and budget limitations can bring challenge to this position.

**3. Control on Actions:**

Procedures are governed by municipal code, safety standards, and industry standards.

**4. Working Conditions:**

The incumbent works out of a shop building shared by all municipal departments. A major portion of the day would be spent in the field. Regular attendance is required.

**5. Performance Standards:**

The Operator's performance is measured through timely and accurate completion of work assignments, courteous handling of the general public and fellow workers, and adherence to established policies and procedures. Performance is monitored through the observation and feedback from the City Superintendent and the Director of Public Works.

**C. QUALIFICATION FOR APPOINTMENT:**

**1. Knowledge, Skills and Abilities:**

Possess the knowledge and the fundamentals to maintain the City's streets, curbs, gutters, storm drains, and related structures; to establish and maintain an effective working relationship with fellow employees, City Officials and the general public; and to possess the knowledge and practice of appropriate safety measures. Willingness to work overtime and remain on "stand-by" on scheduled weekends for emergency response. Must be responsible with equipment and vehicles. Must be dependable, reliable, and mature enough to handle equipment safely and sensibly. Must be in good physical condition, able to lift 50 lbs. safely.

**2. Education/Experience:**

Graduation from high school or possession of a GED Certificate. Good math, language and reading skills. Must possess, or be able to obtain within 30 days of employment, a S.D. Commercial Driver's License. Experience working with asphalt and concrete preferred. Clean driving record of no more than two convictions for moving traffic violations or moving traffic violations that contribute to accidents within a 12 month period; conviction of any traffic violation that is defined as serious by South Dakota Code, or a DUI. Must pass a pre-employment drug and alcohol test.