

POSITION: PUBLIC WORKS STREET MAINTENANCE

Reports to: Director of Public Works

FLSA Status: Full-time, Non-exempt

Pay Grade: 10 (Pay Grade 11 w/ CDL; Pay Grade 12-14 with additional certifications)

SUMMARY: The **Public Works Street Maintenance** position performs a variety of duties involving maintenance and repair of City streets, and assists with maintenance of parks, water and wastewater systems, rubble site, and building maintenance. This individual also responds to emergency situations involving disruptions in City services, snow and ice removal, etc.

ESSENTIAL FUNCTIONS:**1. Street Maintenance**

- Perform various duties involving asphalt and concrete, including removal, patching and/or installation
- Clean debris and weeds from street right-of-way and storm drainage facilities
- Paint, apply and/or remove traffic safety street markings and reflectors; install, relocate or remove traffic regulatory signs, barricades and guardrails
- Maintain and repair traffic signal lights
- Assist with work involving underground water and sewer lines, manholes, stoppages or leaks
- Perform snow and ice removal procedures: plow, sand, load trucks, haul snow, shovel sidewalks
- Ensure tools and equipment are used safely; personal protective equipment is used properly; initiate requests for repair or replacement of tools and equipment when necessary
- Prepare required records and reports

2. General Maintenance

- Operate equipment, including motor grader, backhoe, pay loader, dump truck, snow plow, street sweeper
- Assist with maintenance of water system, waste water system, parks and facilities as directed
- Ensure tools and equipment are used safely; personal protective equipment is used properly; initiate requests for repair or replacement of tools and equipment when necessary
- Assist with general grounds maintenance to include lawn care, mowing, watering, tree trimming, spraying pesticides and herbicides, etc.

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Director of Public Works and to assure the success of department operations and services

QUALIFICATIONS AND REQUIREMENTS:**1. Education and Work Experience**

- High School Diploma required

2. Skills, Knowledge and Abilities

- Should have general knowledge of occupational hazards connected with streets and street repair, heavy equipment, digging, trenching, etc.
- Should have general mechanical ability and knowledge of tools and methods used within the department
- Should have knowledge of correct operation of trucks, tractors, loaders, sweepers and other power equipment
- Should have good interpersonal skills, with the ability to adapt to various situations and people
- Should be able to read directions, plans and maps; be able to calculate amounts and measurements
- Should be able to work independently, as well as in a team environment

3. Physical Capabilities

- Wide variety of physical activity required: may include extended periods of strenuous activity, including heavy manual labor, lifting up to 75 pounds, digging, carrying, climbing, stooping, reaching, pulling, crawling through narrow accesses, and withstanding exposure to variable weather conditions
- Must have the ability to operate a variety of heavy equipment, including trucks, snow equipment, loaders, backhoes and sweepers
- Must have the ability to work inside and outside activities in all types of weather; daytime and nighttime hours may be required

4. Additional Requirements

- Must have or be able to obtain Commercial Driver’s License within 6 months; safe driving record

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American’s with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date