

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Construction Specialist	<b>BAND/LEVEL:</b>	Oprs III
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	7270
<b>DIVISION:</b>	Public Works Maintenance	<b>DATE:</b>	12/17/2013
<b>REPORTS TO:</b>	Supervisor, Public Works Maintenance	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 330, 331

**REPLACES:** Construction Specialist

**DATE:** 8/5/13

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### **JOB SUMMARY STATEMENT:**

Operates various types of moderately heavy to heavy equipment. Checks equipment prior to operation. Performs general construction tasks to repair city streets, sidewalks, catch basins, ditch liners, right-of-ways, and related public works field facilities. Responds to emergency situations as required. Serves as team leader.

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### **DUTIES AND RESPONSIBILITIES:**

1. Repairs or replaces concrete structures such as sidewalks, curbs, ditch liners, bridge decks and retaining walls. Reads furnished blueprints and insures that structure is built according to design. Insures that form work is properly set and reinforced. Insures that sufficient quantities of construction materials, such as forming lumber and reinforcing bars are on site. Estimates quantity of concrete needed and orders to avoid an unreasonable wait for the crew or supplier.
2. Operates a flatbed utility truck equipped with a welder/generator and cutting torch. Pulls trailer containing forming materials. Uses hand tools and power hand tools. Uses carpenter's level or surveyor's level to set grade and insure proper drainage. Uses concrete finishing tools including darbies, floats, trowels, edgers and finishing brooms.
3. Performs masonry work, sufficiently to repair catch basin, rock walls or other masonry structures. Estimates quantities of materials required. Uses portable mixer to mix mortar.
4. Performs rough carpentry work to build or repair landscape timber retaining walls, wood fences, buildings, storage shelves and other similar items.
5. Performs minor plumbing repairs such as repairing damaged sprinkler systems or replacing faucet washers.
6. Installs or repairs guard rail, handrail, culvert pipes, chain link fence and other such items. Uses oxygen/acetylene cutting torches, welder and other equipment as required.
7. Completes ditching and other construction activities by shoveling and raking dirt to specified grade to prepare site for sod. Lifts sod rolls and places in correct alignment. Drives stakes to hold rolls in place and waters using water truck.
8. May perform contract inspection of maintenance contracts to ensure quality of service and performance.
9. Performs shop work to make equipment ready for use. Performs limited use of cutting torch and welding equipment. Performs minor mechanical repairs.
10. Frequently serves as team leader. Insures that proper equipment and material is brought to the job site. Insures that safety procedures are properly followed and that work zone signing is properly placed. Assigns workers to tasks and checks completed work for adherence to instructions. Completes and turns in required forms. Promotes teamwork and a high level of productivity of crewmembers. Answers citizen concerns at work site.
11. Operates single axle or tandem truck with v-box spreader and front and wing plows to clear streets of snow and ice. Mounts front and wing plows and v-box. Hooks up hoses and tie-down straps. Proceeds to assigned route exercising extreme caution. Cleans all equipment and performs maintenance when shift ends.

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12. Operates a tandem or single axle truck to haul tear-out materials from, and asphalt or other required materials to the repair site. Loads materials by hand or with the use of equipment. Places signs around work area.
13. Operates semi-tractor rig or tandem with a trailer to move heavy equipment or other items. Loads and unloads equipment onto trailer.
14. Operates wheel and skid-steer loader to load trucks and place materials.
15. Checks equipment prior to operation and replenishes fluid levels. Replaces hoses and belts, and checks frame for broken parts and cracks. Reports malfunctioning equipment to supervisor. Operates all machinery in a safe and judicious manner according to the manufacturer's operation manual. Cleans and performs routine maintenance and minor repairs to assigned equipment as needed.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education or additional equivalent experience.

Possession of a valid Class A commercial driver's license with air brake and tanker endorsements. Possession of ATSSA or IMSA Construction Traffic Flagger and Work Zone Safety Certification. Must maintain an insurable driving record.

### **EXPERIENCE:**

Two years public works maintenance experience or an equivalent level of experience, to include the operation of moderately heavy to heavy construction equipment and vehicles as well as construction/repair experience.

### **SKILLS:**

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. General construction skills.
5. Good driving skills.
6. Welding and fabrications skills.
7. Leadership skills obtained through crew leader role and formal City-sponsored training.
8. Maintenance and mechanical skills.
9. Concrete skills.
10. Carpentry skills.
11. Plumbing skills
12. Electrical skills.
13. Masonry skills.
14. Ability to read and understand blueprints.
15. Use of automated work management system

### **MENTAL REQUIREMENTS:**

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.

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4. Ability to work independently and without supervision.
5. Ability to work as a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Maintenance and mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Ability to take on leadership role.

**PHYSICAL REQUIREMENTS:**

1. Hand, eye and body coordination adequate to operate moderately heavy to heavy machinery, equipment and vehicles.
2. Ability to stay alert and work for extended periods of time.
3. Ability to withstand extreme weather conditions.
4. Exposure to vibrations.
5. Ability to distinguish colors.
6. Visual stamina and acuity adequate to review alpha/numeric data.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Indirect – Work crew

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Constant	even and uneven surfaces
Walking	Constant	even and uneven surfaces
Sitting	Occasional	motor vehicle operation, constant during snow removal days
Driving	Occasional	motor vehicle operation, constant during snow removal days
Bending	Frequent	picking up supplies, bags, equipment, working on ground
Stooping	Occasional	various postures required to work in lowered areas
Twisting	Occasional	various postures required to complete construction tasks
Kneeling	Occasional	various postures required to complete construction tasks
Squatting	Occasional	various postures required to complete construction tasks
Crawling	Not Required	not reported
Stairs	Occasional	3-4 steps up to truck
Ladders	Occasional	job specific, occasionally used to climb to top of truck

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LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Concrete bags	80 lbs	chest level	20-30x/day	occasional	two hand lift
Fence materials	5-20 lbs	variable	variable	occasional	one or two hand lift
Wide crack material	30 lbs	48 inches	variable	occasional	two hand lift
Oil absorbant	25 lbs	20 inches to chest	variable	occasional	two hand lift
Bag of crack seal	30 lbs	48 inches	variable	occasional	two hand lift
Carbite Blade	61 lbs.	0-24 inches	variable	occasional	two person lift
Material Spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift
Rubber Blade	90 lbs.	0-24 inches	variable	occasional	two person lift
Backing Plate	150 lbs	0-24 inches	variable	occasional	two person lift

*\* Frequencies will be variable and dependent on type of work that is required at given time / job site .*

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Concrete bags	80 lbs	up to 30 ft	variable	occasional	one or two hand carry
Fence Materials	5-20 lbs	up to 50 ft.	variable	occasional	one or two hand carry
Wide crack material	30 lbs	up to 50 ft.	variable	occasional	two hand carry
Misc small tools	<10 lbs	up to 50 ft.			
Oil absorbant	25 lbs	20 ft.	variable	occasional	
Carbite Blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Material Spinner	100 lbs.	0-25 lbs.	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 lbs.	variable	occasional	two person carry
Rubber Blade	90 lbs	0-10 lbs.	variable	occasional	two person carry
Backing Plate	150 lbs.	0-10 lbs.	variable	occasional	two person carry

*\* Frequencies will be variable and dependent on type of work that is required at given time.*

PUSHING/PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Floor Jack	30 lbs	variable / Occ	to position under truck
Material Spinner	100 lbs.	occasional	two person push/pull - 20 inches
Snow Plow	40 lbs.	occasional	one person/two hadn push/pull

REACHING	DURATION	DESCRIPTION
Below Knee Height	occasional	misc. requirements / inspections / measurements
Below Waist Height	occasional	misc. requirements / inspections / measurements
Forward > 2 Feet	occasional	misc. requirements / inspections / measurements
Above Shoulder Height	occasional	misc. requirements / inspections / measurements
Lateral Reach	occasional	misc. requirements / inspections / measurements

*\* Duration is rated on highest reported required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	occasional	type of job dependent; motor vehicle operation
Pinching	occasional	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	occasional	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	occasional	type of job dependent; motor vehicle operation
Pronation & Supination	occasional	type of job dependent; motor vehicle operation

*\* Duration is rated on highest reported required level of performance; certain requirements may be at a lesser level.*