

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Maintenance Worker PT	<b>BAND/LEVEL:</b>	N/A
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	9350
<b>DIVISION:</b>	Maintenance	<b>DATE:</b>	10/22/2013
<b>REPORTS TO:</b>	Supervisor, Public Works Maintenance	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> <input checked="" type="checkbox"/> _____	<b>TEMPORARY:</b> <input checked="" type="checkbox"/> _____	<b>COST CENTER:</b> 321/330/331

**REPLACES:** Maintenance Worker

**DATED:** 3/25/2012

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### **JOB SUMMARY STATEMENT:**

Basic skill level position. Operates various types of light to moderately heavy vehicles and equipment. Checks equipment prior to operation. Cleans and repairs city streets, sidewalks, catch basins, ditch liners, right-of-ways and related public works field facilities. Assists in the maintenance of traffic control services. Responds to emergency situations as required. Operates a snow plow truck.

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### **DUTIES AND RESPONSIBILITIES:**

1. Operates single axle, or one-ton truck with spreader and front and wing plows to clear streets of snow and ice. Mounts front and wing plows and spreader equipment. Hooks up hoses and tie down straps. Proceeds to assigned route exercising extreme caution. Cleans all equipment and performs maintenance when shift ends. Operates tandem axle truck as back-up or substitute for the regular route driver.
2. Fills cracks in asphalt streets using melter applicator machine. Involves lifting 50 lb. blocks of material and long periods of walking. May involve operation of melter applicator machine and operation of single axle truck to pull machine to work site.
3. Operates or assists in operation of a truck mounted unitized asphalt patching "hot box" machine in hot patch placement for street repairs by cleaning out hole, preparing hole for hot mix using a saw or hydraulic jack hammer, spraying hole with tack oil, shoveling hot mix asphalt from truck to street, leveling asphalt with lute rake and using walk behind asphalt roller to compact the asphalt. Cleans out machine at end of shift.
4. Sets up construction signs at construction sites and roadways and serves as flag-person to direct traffic safety around construction site.
5. Operates a tandem or single axle truck to haul tear-out materials from and asphalt or other required materials to repair site. Loads materials by hand or with the use of equipment. Places signs around work area.
6. Occasionally operates skid steer & wheel loaders to load trucks and place material.
7. Assists in the fabrication and layout of various traffic control signs. Uses computerized sign design software to fabricate traffic control signs. Installs traffic signs. Operates a sign installation truck and all applicable attachments.
8. Assists in the layout and data collection of traffic counter devices.
9. Assists in the layout and application of pavement markings
10. Conducts maintenance inventories of traffic control devices using automated databases.
11. Assists street light technician with assigned duties. Such duties could include manual digging, installing street light poles, changing light fixtures, and other general non-electric/electrical work tasks.

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12. Performs "walk-around inspection" prior to operation, replenishes fluid levels and completes required log book. Replaces small items such as lights, 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. Performs shop work to make equipment ready for use. Operates cutting torch on a limited basis. Performs minor mechanical repairs. Operates forklift.
13. Responds to citizen inquiries to clean driveways that have been soiled by construction activity. Removes or paints over graffiti on public works structures. Performs maintenance activities at public works facilities such as painting, yard mowing, sweeping and trash pickup. Delivers handbills door to door.
14. Assists in repairing or replacing old concrete (sidewalks, curbs, ditch liners, bridge decks and storm water catch basins) by using a concrete saw, air compressor, jack hammer and shovel for concrete removal and load and haul material away. Constructs forms and pours and finishes concrete. Assists with other construction activities such as installation of fencing.
15. Uses hand tools to apply road patch or chip seal "mop-up". Tools include shovel, lute rake and pick. Shovels and tamps asphalt into hole.
16. Assists with installation of storm pipes by setting pipe to proper grade and alignment. Shovel and rake base and cover material to specified grade to prepare for pipe placement or paving material. Operates compacting equipment as required.
17. 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.
18. Removes debris from catch basins, storm drains and culvert pipes by using hand tools.
19. Clears roadways of brush and tree limbs by operating chain saw to cut brush, pull and load brush on pick-up vehicle and haul brush away or feed into brush chipper. May include operation of brush chipper. May require working from bucket truck.
20. 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 organization with whom interaction is required to accomplish work and employer goals.
21. 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**

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

High school diploma or equivalent. Obtain a valid Class A commercial driver's license with air brake and tanker endorsements within six months from date of hire. Obtain ATSSA or IMSA Construction Flagger and Work Zone Safety Certification within 12 months from date of hire. Must maintain an insurable driving record.

### **EXPERIENCE:**

One year or less of general construction experience to include the operation of light to moderately heavy construction equipment and vehicles including two-ton dump truck, or an equivalent level of experience. Familiarity with the Manual of Uniform Traffic Control Devices (MUTCD) is preferred.

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**SKILLS:**

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. General construction skills.
5. Good driving skills.

**MENTAL REQUIREMENTS:**

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Ability to take on a leadership role.
12. Mechanical aptitude.
13. Diplomacy and judgement.
14. Logical reasoning.
15. Ability to work under distracting conditions.

**PHYSICAL REQUIREMENTS:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.
4. Ability to transverse rough terrain on foot.
5. Ability to work with exposure to noise.
6. Ability to distinguish among colors.
7. Ability to work at extended heights.
8. Ability to drive city vehicle.

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

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

None.

**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	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Sitting	Frequent	motor vehicle operation
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Frequent	various postures required to complete requirements
Squatting	Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	enter / exit vehicle - cab and truck bed
Ladders	Occasional	enter / exit various surfaces on vehicles

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Hub	58 lbs.	24-0 inches	variable	occasional	two hand lift
Brake Drum	50 lbs.	0-24 inches	variable	occasional	two hand lift
Miscellaneous tools	0-10 lbs.	0-60 inches	variable	frequent	one or two hand lift
Tack Oil Wand	7 lbs.	0-69 inches	variable	occasional	street repair
Shovel with asphalt	0-35 lbs.	0-56 inches	variable	occasional	street repair
Street saw	40 lbs.	0-19 inches	variable	occasional	street repair
Wand	5 lbs.	0-69 inches	variable	occasional	street repair
Spray cart	90 lbs.	0-49 inches	variable	occasional	bridge crew - 2 person
Traffic cones	25 lbs.	0-49 inches	variable	occasional	bridge crew
Traffic baracade	22 lbs.	0-49 inches	variable	occasional	bridge crew
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
Concrete	80 lbs.	floor to waist	variable	occasional	misc. requirements

***\*This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.***

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CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Hub	58 lbs.	0-5 feet	variable	occasional	two hand carry
Brake Drum	50 lbs.	0-5 feet	variable	occasional	two hand carry
Miscellaneous tools	0-10 lbs.	0-100 feet	variable	occasional	two hand carry
Tack Oil Wand	7 lbs.	0-30 feet	variable	occasional	two person carry
Shovel with asphalt	0-35 lbs.	0-15 feet	variable	frequent	street repair
Street saw	40 lbs.	0-50 feet	variable	occasional	street repair
Wand	5 lbs.	0-15 feet	variable	occasional	street repair
Spray cart	90 lbs.	0-10 feet	variable	occasional	bridge crew
Traffic cones	25 lbs.	0-200 feet	variable	occasional	bridge crew
Traffic barcade	22 lbs.	0-200 feet	variable	occasional	bridge crew
Carbite Blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Material Spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry
Rubber Blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Backing Plate	150 lbs.	0-10 feet	variable	occasional	two person carry

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand push
Tire from ground level	38 lbs.	occasional	vertical force; two hand push
Torque required to utilize tools	variable	variable	one or two hand requirement
Street roller	20 lbs.	occasional	street repair - 2 hand push
Street saw	35 lbs.	occasional	street repair - 2 hand push
Spray cart	15 lbs.	occasional	bridge crew - 2 hand push
Snow plow	40 lbs.	occasional	two hand push
Material Spinner	100 lbs.	occasional	two person push - 20 inches

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand pull
Torque required to utilize tools	variable	variable	one or two hand requirement
Street roller	20 lbs.	occasional	street repair - 2 hand pull
Street saw	35 lbs.	occasional	street repair - 2 hand pull
Spray cart	15 lbs.	occasional	bridge crew - 2 hand pull
Snow plow	40 lbs.	occasional	two hand pull
Material Spinner	100 lbs.	occasional	two person pull - 20 inches

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

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REACHING	DURATION	DESCRIPTION
Below Knee Height	frequent	type of job dependent
Below Waist Height	frequent	type of job dependent
Forward > 2 Feet	frequent	type of job dependent; motor vehicle operation
Above Shoulder Height	frequent	type of job dependent
Lateral Reach	frequent	type of job dependent; motor vehicle operation

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

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

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

**Proprioception Requirements:** maintenance are required to be able to identify / assemble / disassemble items (nuts, bolts, washers, etc.) with bilateral hands / fingers without having a direct line of site to the item.

**Stairs:** all maintenance employees are required to be able to enter / exit vehicles with steps 19 inches and 27 inches