

# HIGHWAY MAINTENANCE WORKER

Reports To: Highway Foreman	Department: Public Works
FLSA Classification: Non-Exempt	Grade: 8

**JOB SUMMARY:** (What is done and why.)

Manual work of a routine nature in performing highway construction and maintenance activities. All other work as assigned.

**ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Assists with public works projects including building, resurfacing, and repairing streets and sidewalks, installing and repairing catch basins, mowing and trimming brush along roadways, repairing guardrails, and removing refuse; assists with tree work.
2. Performs storm and sanitary sewer maintenance work.
3. Operates tools and power equipment for construction and maintenance projects including, chainsaw, jack hammers, drills, etc.
4. Performs a variety of heavy manual tasks including pick and shovel work; assists in the general maintenance and cleaning of department vehicles, equipment, and tools.
5. Assists in emergency highway repairs and in other public works related emergency repairs as required; assists in snow removal activities.
6. Makes occasional contact with other city department personnel related to Highway Division activities and occasional contact with the general public.
7. Performs duties in accordance with established procedures and techniques, requiring independent judgment in operating equipment.
8. Ensures time and work is accounted for on written work orders as appropriate.
9. Supports the coordination of activities between all the staff and other departments within the City and performs other necessary tasks or functions as is necessary to accomplish City and Department goals and objectives.

**KNOWLEDGE AND EXPERIENCE:** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. High school graduation; one year or more experience in construction related activities preferred, or any equivalent combination of education and experience.
2. Demonstrated ability to operate power tools and equipment.
3. Demonstrated ability to follow standard safety practices.
4. Demonstrated ability to communicate both verbally and in writing.
5. Demonstrated ability to carry out oral instructions.
6. Demonstrated ability to perform heavy manual labor under varying weather conditions.
7. Possession of state CDL driver license with tanker endorsement (minimum Class B).

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal** - Internal work may include occasional work performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

**External** - External work requires constant exposure to highway maintenance, construction and other locations while performing highway maintenance work which includes exposure to environmental hazards and various weather conditions. Such external work requires exposure to maintenance and construction vehicles and operations which may lead to injuries typical of such work.

**PHYSICAL DEMANDS:** (The physical effort generally associated with this position.)

Work includes frequent moderate and occasionally strenuous physical effort required in performing work under field conditions while operating heavy equipment and with exposure to inclement weather and a variety of hazardous conditions associated with construction and maintenance sites. Physical demands may include reaching, pushing, pulling, carrying and operating objects or heavy tools and power equipment for construction and maintenance projects including, chainsaw, drills, jack hammer, etc.

**SUPERVISED BY:**

Supervision is received from the Highway Foreman.