

**JOB DESCRIPTION**

**JOB TITLE:** Streets and Drainage Serviceperson **STATUS:** Full-Time

**DEPARTMENT:** Streets Department **FLSA:** Non-Exempt

**SUPERVISOR:** HEO/Crew Leader **DOT CLASS:** Non-DOT

**GENERAL SUMMARY**

Perform a variety of unskilled and semi-skilled tasks in the operation, construction, maintenance and landscaping of all City facilities and system operations. Perform general labor work or repair, as per issued instructions for streets, parks and drainage projects to maximize productivity, efficiency and cost, effectiveness and safety. Operate motor vehicles and does related work as required. This is the entry-level class in the maintenance series. Maintenance workers can be assigned to any one of the field maintenance divisions.

**SUPERVISION**

The HEO/ Crew Leader provide immediate supervision. Technical and functional supervision may be provided by Streets, Drainage and Parks Superintendent and Streets, Drainage and Parks Foreman. No supervisory responsibilities.

**DUTIES AND RESPONSIBILITES**

***The statements below are intended to describe the general nature and level of work being performed by individual(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. The position description is subject to change by the City as the needs of the City and requirements of the positon change.***

* Follow safe work practices and observe safety rules and precautions.
* Read maps, diagrams and grade.
* Set up and take down traffic cones and barricades to channel traffic and/or for special events.
* Respond to emergency repair requests and work orders.
* Load, unload and transport material, equipment, dirt, and construction materials, etc.
* Clean, wash, lubricate, maintain and stock City service vehicles.
* Develop knowledge of the proper operation of the backhoe, aerial truck, boom truck and other equipment related to the work.
* Inspect, clean, lubricate and perform minor servicing and repair of tools.
* Service equipment with fuel, oil, water and grease on a daily basis.
* Clean ponds and creeks.
* Maintain and repair drinking fountains and restroom fixtures.
* Assist in building, repairing and painting a variety of City facilities, structures and playground equipment.
* Measure, mark off and paint traffic markings on streets and curbs such as direction arrows, lane marking, crosswalks, disabled parking and other road or field markings.
* Clean and maintain curbs, gutters, sidewalks and drains.
* Perform concrete, asphalt, and pavement repairs by filling potholes and cutting out damaged sections of streets.
* May perform special construction sight tasks, pour cement pads, install benches, barbecues, drains, shelves and walkways.
* Use special sign-making equipment and carpentry tools to lay out and fabricate signs of wood, plastic, or metal.
* Remove, handle and dispose of dead animals.
* Maintain daily work logs.
* May work independently in the performance of regular work duties.
* Work weekend City functions
* Other duties as assigned.

**KNOWLEDGE AND SKILLS**

* Knowledge of uses and purposes of a wide variety of general construction repairs, heavy duty tools and equipment, and their maintenance.
* Knowledge of hand and small power tools and their maintenance.
* Knowledge of basic arithmetic, including addition, subtraction, multiplication and division.
* Knowledge of safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions.
* Knowledge of existing City ordinances, laws, and regulations governing construction.

**PREFERRED EDUCATION, EXPERIENCE AND CERTIFICATIONS**

* High school diploma or equivalent.
* A minimum of six months of related experience in construction trades which includes work with concrete and asphalt plus a variety of equipment and hand tools.
* Valid Class C Texas motor vehicle operator’s license. (CDL desirable)
* CPR certification is desirable.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

* Work is performed in an outdoor environment.
* May be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, repairing asphalt, transporting, delivering and picking up debris, or other required equipment.
* Daily physical labor that includes extended periods of sitting, standing, bending, reaching, kneeling, entering enclosed spaces, climbing ladders, lifting heavy equipment, digging potholes, swinging a sledgehammer, driving a dump truck, operating other equipment, and performing other similar physically exerting activities on a daily basis.
* May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.
* Must be able to lift up to 85 pounds

**This position is considered Essential Personnel and is required to respond to natural and man-made disasters, unless released by Department Director.**

**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and fully understand my duties and responsibilities related to my employment with the City of Tomball. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Signature/Approval**

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Employee Date

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Human Resources Date