



City of Irving Job Description

Maintenance Worker I

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| FLSA Status: | Non-Exempt | Job Department: | Traffic & Transportation or Capital Improvement Program (CIP) |
| Job Code: | 39782 | Reports To (Job Title): | Crew Leader or Drainage Program Coordinator |

PURPOSE

To work with various equipment and tools to maintain and repair City systems as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Repair and maintain street infrastructure, *if assigned to Street Operations*, or various signs and street markings, *if assigned to Traffic Operations*, or drainage systems and infrastructure, *if assigned to Drainage Program*.
- Set up safety and traffic control systems for repair work.
- Clean, service, and maintain assigned tools, machinery, equipment, and, if applicable, storage areas and/or vehicles.
- Perform related duties as assigned, which may include cross training.

If Assigned to Capital Improvement Program (CIP):

- Use basic equipment and tools in wet areas, vegetated areas, and steep and unstable slopes.
- Remove sediment, silt, trash and debris from stormwater structures and drainage systems.
- Keep crew vehicles stocked with tools, parts, and materials.
- Respond and investigate flooding, drainage or ponding water concerns.
- Assist with handing out stormwater educational handouts and brochures.
- Prepare daily worksheet of job assignments and material used.
- Ensure all established safety precautions and practices are observed during the performance of work; wear hardhat, gloves, safety glasses, ear protection, safety vests and steel toe boots on every job site (PPE).

If Assigned to Transportation:

- Use basic equipment to perform repairs, including jackhammer, rakes, and/or shovels.
- Serve as a flagger to direct traffic around work zones.
- Follow all established safety precautions and practices during the performance of work.
- Remove refuse and debris from rights-of-way, medians and embankments.

OTHER DUTIES AND RESPONSIBILITIES

- Emergency Operations
- Inclement Weather / Stand by basis; respond to after-hour service calls concerning emergencies and/or flooding concerns.

- *If assigned to CIP*, prepare equipment and tools for daily duties; provide support for Stormwater Education and Outreach event booth setup and assistance.
- *If assigned to Traffic Operations*, assist in the layout and installation of traffic control devices for special events.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

N/A

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

- Minimum of six months of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Ability to obtain appropriate, valid Texas Commercial Driver's License within six months.
- Smith Driving School or equivalent
- Roadway Worker Protection Certification
- *If Assigned to Traffic & Transportation*: Forklift Training
- *If Assigned to Street Operations or CIP*: Excavation, Earth Moving, and Confined Space Training.

KNOWLEDGE OF

- Traffic Regulations (*Traffic Operations*): The Texas Manual on Uniform Traffic Control Devices.
- Construction Principles (*Street Operations or Drainage Program*): Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Traffic Safety: Basic traffic safety laws.
- Computer Usage: Computer hardware and software applications; specifically, the CityWorks application (*Streets Operations*), Arc GIS (*Traffic Operations*), and perform time sheet data entry and send emails.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, and dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

This position interacts with residents, visitors, businesses/vendors, and other departments.

EQUIPMENT AND PROPERTY

Depending on assignment, equipment will include a variety of pneumatic hydraulic and electric hand tools varying of size and function, as well as, a combination of the following: various power tools, hand held tools, jack hammer, hand tools, shovel, post hole digger, chain saw, pole saw, string line trimmer, hedge trimmer, surface grinder, cutting torch, wire feed welder, paint truck, mma machine, thermoplastic machine, road markings removal equipment, leaf blower, rakes, shovels, and landscaping tools.

Also, some use may be made of a computer and software.

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.*

The employee constantly is required to balance, climb, crawl, lift up to 25 pounds, grasp, handle, feel, listen, see, smell, reach, stand, stoop, talk, and/or walk. Frequently, s/he is required to balance, carry, lift up to 50 pounds, push, pull, sit, and/or drive a vehicle. S/he occasionally is required to climb, kneel, and, *if assigned to Street Operations*, lift more than 100 pounds. Rarely, s/he is required to crawl or run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, noise, hazardous traffic conditions, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate to loud.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.