

KINGSBURY GENERAL IMPROVEMENT DISTRICT
JOB DESCRIPTION
STREET MAINTENANCE SPECIALIST

DEFINITION: Under general supervision performs a variety of duties involving road and drainage related issues including road maintenance, road maintenance programs, drains, signs, vehicles, equipment, water/sewer infrastructure, buildings, structures, grounds, and snow removal.

DISTINGUISHING CHARACTERISTICS: Employees are expected to safely carry out duties in accordance with stated procedures and directions from the Utility Operations Superintendent. The Maintenance Specialist class differs from the Maintenance Technician class by the performance of the full range of duties assigned, and the independence with which employees are expected to perform. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the organization.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to essential functions).

- Participates in development of a written seasonal maintenance plan for streets and drainage systems.
- Serves as lead person for seasonal street maintenance workers, providing technical and functional oversight.
- Monitors the contracted snow program by overseeing the snow removal contractor to ensure that the contract requirements are met and that roads are routinely passable during storms.
- Responds to and reviews damage claims from snow removal operations.
- Performs limited snow removal activities on streets.
- Manages pavement maintenance and rehabilitation programs using to maintain pavement condition of all roads at or above a PCI of 75.
- Inspects and maintains streets, signs, and drainage systems, including performance of asphalt work.
- Reviews plans for street, drainage, and erosion control improvements for practical effectiveness.
- Makes recommendations on street and drainage maintenance, repair, and improvements.
- Performs limited construction inspection of contracted paving, pavement sealing, and erosion control projects.
- Handles customer concerns on streets, snow removal, and drainage in the field.
- Operates and maintains equipment such as hand and power tools, air compressor, service trucks, steam cleaner, grinders, welders, torches, jack hammer, compaction equipment, sump pumps, cut-off saw and winch.
- Operates and maintains backhoes, dump trucks, loaders, Vactor truck, street sweeper, truck-mounted plow, roller, and other heavy equipment.
- Maintains logs and written records as required.
- Performs minor mechanical repair and maintenance of vehicles.
- Sets manhole covers, grade rings and roadway valve box risers.

- Performs general housekeeping of buildings, pump stations, grounds, and vehicles.
- Performs courier tasks such as pick-up or delivery of parts.
- Performs limited carpentry, painting, and concrete work.
- Assists with water distribution system repairs.
- Performs traffic control, including flagging and setting up proper barricades and warning signs.
- Works long hours, different shifts, on-call assignments, stand-by, and rotating weekend duty.

QUALIFICATIONS FOR EMPLOYMENT

Experience and Training

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or equivalent and at least one year's experience operating heavy equipment including backhoe and dump truck, cleaning, maintaining, and repairing streets and storm drains.

Required Certifications and Licenses

Valid A or B motor vehicle driver's license

Valid Class A or B commercial driver's license with a tanker endorsement.

Knowledge, Skills, and Abilities

Knowledge, Skills, and Abilities: (KSAs' are attributes required to perform a job; generally demonstrated through qualifying experience, education, or training)

Knowledge of the methods, tools, materials and equipment used in the maintenance and repair of streets, storm drains, and street signs; ability to follow oral and written instructions; ability to communicate clearly and concisely orally and in writing; physical strength and agility; ability to read and interpret construction plans; ability to work independently under only general supervision; ability to train others in tasks of limited complexity; experience in construction observation; ability to establish and maintain cooperative relationships with co-workers and the public. Ability to use MicroPAVER payment management software and knowledge from seminars, engineers, and other resources to be cost effective.

Physical, Mental, and Intellectual Requirements

The physical, intellectual, and mental requirements described here are representative of those that must be met by and employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use tools; the ability to communicate via telephone and in person; taste and smell to detect airborne chemicals, frequent standing, walking, sitting, reaching with hands and arms, stooping, kneeling, and crouching. Vision abilities to include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Occasional climbing, crawling, or balancing. Regular lifting and/or moving up to 70 pounds and occasional lifting and or moving up

to 100 pounds with assistance of other personnel or equipment.

In compliance with applicable disability laws, reasonable accommodations may be made for some of these physical requirements for otherwise qualified individuals who require and request such accommodation. Incumbents and individuals are encouraged to discuss potential accommodations with the District.

Working Conditions

Work is performed under the following conditions:

Frequently working outdoors in varied weather conditions and temperatures, is exposed to noise, fumes, dust and toxic chemicals, and is exposed to moving mechanical parts. The employee is occasionally required to work in confined spaces and is occasionally exposed to high, precarious places, risk of electrical shock and vibration. Noise level is usually moderate but may be loud. May be required to work long hours, different shifts, on-call assignments, and call back or weekend work. Frequent interruptions to planned work activities occur.

Licenses

Valid A or B motor vehicle driver's license, including Tanker Endorsement, and a good driving record.