

Job Description – City of Burleson

Job Title: Street Maintenance Worker I
 Department: Public Works and Engineering
 Reports To: Crew Leader
 Pay Grade: Range 19
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week, overtime may be required
 Date Revised: October 1, 2023
 Approvals:

HR:		CMO:	
DIR:		CMO:	

PRIMARY DUTY:

Performs work necessary for the maintenance and repair of city streets, parking lots, drainage facilities, and rights-of-way.

ESSENTIAL DUTIES:

S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs);
 H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs).

Strength Exerted	Description of Job Duties
H	Performs street repair including shovel, rake and roll asphalt, spread concrete, shovel up old asphalt and concrete, etc.
M	Cut down vegetation.
S	Operate dump trucks, flat beds and other types of vehicles including sand trucks during inclement weather.
S/M/H	Flagging, placing and picking up barricades.
L/M	Repair asphalt and perform crack sealing
M/H	Support other departments when needed.
H	Perform construction or maintenance activities in inclement weather
S	Complete work orders, work logs, in house sheets, purchase orders and job Request, review drawings, traffic manuals, be familiar with policies and procedures.
L	Clean shop, equipment and trucks.
	Other duties as assigned.
	Regular scheduled attendance at the work site is required.

This list of essential duties is not exhaustive and may be supplemented as necessary.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic math skills
- Knowledge: Use of hand tools and equipment used in the maintenance and repair of streets; Material used in street maintenance operations; Safe handling of traffic in construction and maintenance areas; operating characteristics of equipment used in street maintenance and repair, including but not limited to, rubber tired loader, asphalt distributor, asphalt rollers, box blade tractor, air compressor, paint stripers and dump trucks.
- Ability to follow oral and written instructions.
- Ability to maintain positive, effective working relationships with fellow employees and the public.
- Ability to work safely and take initiative.

- Ability to work after hours and on weekends.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Must be able to lift up to 90 lbs
- No experience necessary-entry level position

CERTIFICATES AND LICENSES REQUIRED:

Must have a Class "C" Texas driver's license with good driving record and be able to obtain a class "A" Texas drivers license within 6 months from hire date.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Extreme weather conditions, traffic, emergency situations, gas, diesel, solvents, paint, CRS 2H and MC 30, as well as, some equipment hazards.

TOOLS AND EQUIPMENT USED:

Assist in the operation of equipment such as front end loaders, rollers, tractors, . Routinely use hand tools and power tools including but not limited to rakes, brooms, hand saws, concrete/asphalt saws, compactors, chain saws, jack hammers, and other construction equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	On concrete, asphalt, sand, rock, grass, high banks, ditches, ice, snow, and high brush areas.
Sitting	O	Driving vehicles and filling out paper work.
Lifting	C	Shovels of asphalt and sand up to 50 lbs.; sealant 25 lbs.; miscellaneous tools up to 50 lbs.; concrete bags up to 90 lbs.
Carrying	F	Shovel full of asphalt up to 50 ft.; sealant 10 ft.; chain saw 10 lbs. 100 yds+.; barricades 20 ft.
Pushing/Pulling	O	Wheel barrel 75 lbs. 50 ft.; sweeping; tree limbs 50 lbs. 25 yds.
Reaching	O	Reaching 7 to 8 ft. to tarp down dump truck; and to get tools out of trucks.
Fine Dexterity/Handling	O	Filling out reports and using small tools.
Crouching/Crawling	R	Building concrete frames.
Climbing	O	Climbing in and out of trucks 8 ft.; climbing in out of ditches up to 50 ft.
Balancing	O	Balancing on asphalt or other materials in the back of trucks while tarping it. Walking in ditches and on curbs.
Twisting	O	Shoveling materials onto the back of trucks; tossing limbs and trash onto trucks.
Kneeling	R	To pick up miscellaneous things.
Vision	C	Watching for traffic and other potential dangers.
Hearing/Talking	C	To communicate with co-workers, two-way radio, and citizens.
Foot Controls	F	Used when driving equipment.
Running	R	In emergency situations.
Stamina	F	This job is very labor intensive and demands lots of stamina.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

R__ time pressures

R__ emergency situations

R__ irregular schedule

F__ danger/physical abuse

O__ frequent change of task

F__ noisy/distracting environment

O__ tedious exacting work situation

C__ working closely with others as a team F__

performing multiple tasks simultaneously

other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.

Job Description – City of Burleson

Job Title: Street Maintenance Worker II
 Department: Public Works and Engineering
 Reports to: Crew Leader
 Pay Grade / Wage: Range 20
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week, overtime may be required
 Date Revised: October 1, 2023

PRIMARY DUTY:

Perform work necessary for maintenance and repair of city streets, parking lots, drainage facilities and rights-of-way.

ESSENTIAL DUTIES:

S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs);
 H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs).

Strength Exerted	Description of Job Duties
H	Perform pot hole repair, utility cut repair, crack sealing, overlays, reconstruction, drainage facility, cleaning, barricade constructions, de-icing and vegetation control.
H	Preparing trucks for days activities (making sure equipment is ready gassed, water, oil etc).
H	Perform construction or maintenance activities in inclement weather.
L	Operate equipment used in maintenance and repair of streets and right of ways (dump trucks, backhoe, front end loader, roller, street sweeper and jack hammer)
M	Direct traffic and setting up traffic control devices.
M	Light welding.
M	Repair asphalt/perform crack sealing
S	Complete work orders, work logs, in house sheets, purchase orders and job request; review drawings, traffic manuals, be familiar with policies and procedures.
	Other duties as assigned.
	Regular scheduled attendance at the work site is required.

This list of essential duties is not exhaustive and may be supplemented as necessary.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge: Use of hand tools and equipment used in the maintenance and repair of streets; Material used in street maintenance operations; Safe handling of traffic in construction and maintenance areas; operating characteristics of equipment used in street maintenance and repair, including but not limited to, rubber tired loader, asphalt distributor, asphalt rollers, box blade tractor, air compressor, paint strippers and dump trucks.
- Knowledge of basic math skills.
- Ability to follow oral and written instructions.
- Ability to maintain positive, effective working relationships with fellow employees and the public.
- Ability to work safely and take initiative.
- Ability to work after hours and on weekends.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- One or more years of experience in maintenance and repair of city streets and drainage facilities or related field.
- Must be able to lift up to 90 lbs

CERTIFICATES AND LICENSES REQUIRED:

- Valid Texas Class "B" Drivers' License with good driving record.
- Obtain Texas Class "A" Driver's License within 6 months from hire date.
- Complete work zone safety course within 1 year from hire date

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Extreme weather conditions, traffic, emergency situations, gas, diesel, solvents, paint, CRS 2H and MC 30, as well as, some equipment hazards.

TOOLS AND EQUIPMENT USED:

. Operate equipment such as front end loaders, dump trucks, rollers, tractors, and sanding trucks. Routinely use hand tools and power tools including but not limited to rakes, brooms, hand saws, concrete/asphalt saws, compactors, chain saws, jack hammers, and other construction equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	On concrete, asphalt, sand, rock, grass, high banks, ditches, ice, snow, and high brush areas.
Sitting	O	Driving vehicles and filling out paper work.
Lifting	C	Shovels of asphalt and sand up to 50 lbs.; sealant 25 lbs.; miscellaneous tools up to 50 lbs.; concrete bags up to 90 lbs.
Carrying	F	Shovel full of asphalt up to 50 ft.; sealant 10 ft.; chain saw 10 lbs. 100+ yds.; barricades 20 ft.
Pushing/Pulling	O	Wheel barrel 75 lbs. 50 ft.; sweeping; tree limbs 50 lbs. 25 yds.
Reaching	O	Reaching 7 to 8 ft. to tarp down dump truck; and to get tools out of trucks.
Fine Dexterity/Handling	O	Filling out reports and using small tools.
Crouching/Crawling	R	Building concrete frames.
Climbing	O	Climbing in and out of trucks 8 ft.; climbing in out of ditches up to 50 ft.
Balancing	O	Balancing on asphalt or other materials in the back of trucks while tarping it. Walking in ditches and on curbs.
Twisting	O	Shoveling materials onto the back of trucks; tossing limbs and trash onto trucks.
Kneeling	R	To pick up miscellaneous things.
Vision	C	Watching for traffic and other potential dangers.
Hearing/Talking	C	To communicate with others, two-way radio, and the citizens of Burleson.
Foot Controls	F	Used when driving equipment.
Running	R	In emergency situations.
Stamina	F	This job is very labor intensive and demands lots of stamina.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

C__ time pressures

O__ irregular schedule

C__ frequent change of task

R__ tedious exacting work situation

R__ performing multiple tasks simultaneously

R__ emergency situations

O__ danger/physical abuse

C__ noisy/distracting environment

C__ working closely with others as a team

other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- Applications are required to be considered for open positions. A resume may be provided, but does not take the place of a completed application.

Job Description – City of Burleson

Job Title: Street Maintenance Worker III
 Department: Public Works and Engineering
 Reports to: Crew Leader
 Pay Grade / Wage: Range 21
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week, overtime may be required
 Date Revised: October 1, 2023

PRIMARY DUTY:

Proficiently operate heavy equipment used in the maintenance and repair of streets and drainage system. Perform work necessary for maintenance and repair of streets, parking lots, drainage facilities and rights-of-way as well as train personnel in repair and in safe and proper use of heavy equipment.

ESSENTIAL DUTIES:

S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs);
 H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs).

Strength Exerted	Description of Job Duties
H	Proficiently operate all construction equipment used in the maintenance and construction of streets and drainage channels construction.
M	Train and instruct other personnel in the use of heavy construction equipment.
H	Perform construction or maintenance activities in inclement weather.
M	Provides technical supervision and direct employees in assigned maintenance activities
M	Plan and set up traffic control for work zones
L	Make oral and written reports concerning daily progress and completes daily work order or task entries
L	Assist in purchasing procedures for pricing and ordering parts and supplies.
H	Perform daily operator maintenance on heavy equipment
S	Assist in preliminary phase of budget development
H	Perform street repair, concrete and asphalt work, pot hole repair, utility cut repair, crack sealing, overlays, reconstruction, drainage facility, cleaning, barricade constructions, de-icing and vegetation control.
	Other duties as assigned.
	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

This position does not have day to day responsibility to supervise, but may direct those assigned to work with or being trained by this employee.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of equipment used in street maintenance and repair, including but not limited to: maintainer, track loader, rubber tire loader, chip spreader, asphalt distributor, pneumatic rollers, steel wheel roller, backhoe, box blade, rotary broom, pavement saw, air compressor, paint striper, asphalt paving machine and trucks and rollers necessary to transport such equipment
- Knowledge of safe handling of traffic in construction and maintenance areas
- General knowledge of principles of supervision, training and evaluating employee performance
- Good communication skills, both oral and written

- Ability to maintain positive, effective working relationships with fellow employees and the public.
- Ability to work safely and take initiative.
- Ability to work after hours and on weekends.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two (2) years' experience operating heavy equipment.
- Three (3) years' experience in street/drainage maintenance.

CERTIFICATES AND LICENSES REQUIRED:

- Valid Texas Class "B" driver's license with good driving record and must be able to obtain class "A" license within six months from hire date.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Outdoor environment with operation of heavy equipment. Application of proper safety procedures for heavy equipment required.

TOOLS AND EQUIPMENT USED:

Proficiently operate heavy equipment such as front end loaders, dump trucks, rollers, tractors, excavators, paving machines, striping equipment and sanding trucks. Routinely use hand tools and power tools including but not limited to rakes, brooms, hand saws, concrete/asphalt saws, compactors, chain saws, jack hammers, and other construction equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On concrete, asphalt, dirt, mud
Sitting	C	Operating equipment, driving trucks.
Lifting	R	Concrete - 80lbs.; Barricades 25 lbs.
Carrying	R	Cones - 40lbs.
Pushing/Pulling	R	Wheelbarrow - 75 lbs.
Reaching	R	As high as possible as far as possible.
Fine Dexterity/Handling	C	Operating equipment
Crouching/Crawling	R	When performing maintenance on equipment.
Climbing	F	Climbing on equipment 3-4 feet.
Balancing	F	Climbing on equipment (track loader and Motor Grader).
Twisting	R	Weed eating, backing up equipment.
Kneeling	R	Maintenance of equipment.
Vision	C	To drive city vehicles, heavy equipment., and be alert
Hearing/Talking	C	Listening to orders and communicating on radios and phone
Foot Controls	O	Driving vehicles.
Running	O	When working sanitation, traffic control and emergency situations.
Stamina	C	Doing strenuous work for long periods of time in hot and cold weather.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

O_time pressures

R_irregular schedule

F_frequent change of task

F_tedious exacting work situation

F_performing multiple tasks simultaneously

O_emergency situations

O_danger/heavy equipment

F_noisy/distracting environment

F_working closely with others as part of a team

Street Equipment Operator

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.