

# HEWITT TEXAS

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**Job Title:** Streets & Drainage Specialist

**Department:** Parks & Streets

**Location:** Community Services

**Reports to:** Parks & Streets Superintendent

**Date:** 3/29/2018

<b>Grade:</b> 13	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Job Summary:** Under general supervision of the Parks & Streets Superintendent, operates heavy motorized equipment used in maintenance of the parks and/or streets of the City. Works in the safest manner possible to ensure the safety of crew members and the general public.

**Essential Functions:** Perform specialized tasks related to parks, streets, and/or drainage systems maintenance and operate a variety of complex equipment. Assist in the development of street and drainage condition reports and maps. Keep detailed list of street signage, and identify potential locations for new signage. Maintain records of equipment used and operations performed as needed. Assist in preparation and delivery of needed materials and equipment. Ensure the safe operation, care, and appearance of assigned equipment.

Perform skilled and semi-skilled tasks which may include, but are not limited to: trimming trees; mowing grass areas; weed eating; planting, removing, trimming, watering, and pruning trees; implementing temporary and permanent asphalt repairs to streets, alleys, and sidewalks; and pouring concrete. Pick up trash, keep storage and work areas clean and orderly, and perform daily preventive maintenance on vehicles and equipment. Perform as an Equipment Operator and Field Assistant as required.

Audit department training and safety procedures and suggest areas for improvement as necessary. Coordinate with Human Resources and any pertinent outside vendors to facilitate department training.

Serve on standby crew for after-hours emergency work as required. Communicate effectively and courteously with others. Follow written and oral instructions. Use good judgement to work safely and use equipment properly. Interpret hand signals when working around equipment. Perform other related duties as assigned. Reasonable

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

**Competencies:** Knowledge of occupational hazards and related safety precautions. Skilled in operating and maintaining small to heavy-sized equipment and trucks. Knowledge of requirements for proper care of equipment. Ability to make sound decisions. Ability to maintain a positive attitude and maintain effective working relationships with others. Ability to communicate effectively, both orally and in writing. Ability to complete paperwork.

**Required Education, Experience, and Qualifications:** High School Diploma or GED. Possess a valid Class A Texas Driver's License. Three years experience operating light or heavy equipment. Herbicide License may be required within 6 months from date of hire.

**Preferred Education, Experience, and Qualifications:** N/A

**Physical Requirements:** Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input checked="" type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent climbing, crawling, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity. Occasional lifting and carrying of over 100 pounds. Sit or stand for extended periods of time while driving or participating in repairs.

**Machines, Tools, and Equipment:** Various light and heavy tools and equipment.

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m., with mandatory overtime required. Must be available to work various shifts and be able to work on-call as assigned.

**Work Conditions/Environmental Factors:** Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions. Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts. Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_