



# Position Description

<b>Position Title:</b> Street Technician	<b>Department:</b> Public Works
<b>Reports to:</b> Assistant Public Works Director	<b>Supervises:</b> N/A
<b>FLSA Status:</b> Non-Exempt	<b>Dates Revised:</b> 01/19
<b>Grade:</b> 12	<b>On Call/Response Time:</b> Yes

## Job Summary

The Street Technician will work mainly outdoors in all weather condition to maintain and repair the streets, storm sewer, and right-of-way activities within the jurisdiction of the City of Spearfish.

## Essential Functions

The Street Technician:

1. Performs day-to-day tasks as assigned, including street asphalt paving and patching work, concrete flatwork, gravel road maintenance, storm sewer maintenance and repairs, sign inventory and compliance, pothole repairs, alley maintenance, street painting and striping, trash and debris removal, emergency storm work, street sweeping, mowing right-of-way (ROW), traffic signal maintenance, street light maintenance, snow removal operations, and on-call duties.
2. Maintains airport facilities, including runway and grounds; and downtown streetscape areas.
3. Communicates and works effectively and tactfully with the public, especially while helping to facilitate the use of ROW areas and activities throughout the City.
4. Works with, assigns, schedules, and oversees others as directed, to maintain the streets, storm sewer, and ROW activities throughout the City.
5. Assists with the efforts of other departments as training and experience will allow, or as directed by his/her supervisor, including substitute garbage route drivers, cemetery and parks clean up, mowing, trimming, and assisting with city-wide clean-up projects.
6. Provides safety and security measures to protect and safeguard people and property while performing job duties.
7. Keeps accurate, careful, and timely written records of work performed or project paperwork required, and assists those under his/her supervision in doing the same.
8. Knowledge of street operations, and maintenance in such areas as:
  - Asphalt, concrete and gravel road construction
  - Storm sewer operation and maintenance
  - MUTCD sign installation and management guidelines
  - Standards for road markings
  - Traffic signal operations and maintenance
  - Street light operations and maintenance
  - Ability to operate all necessary heavy machinery and equipment
  - Issues involving public safety
  - Handling of hazardous materials, including insecticides, chemicals, and the like
9. Competently and safely operates, services, and maintains construction equipment, vehicles, and tools. These include, but are not limited to:
 

riding mowers	haul trucks	snow plows
chain saws	electric saws	jackhammers
electric saws	pan vibrators	pavement saws

rakes	shovels	hammers
electric drills	weed trimmers	chain saws
trailers	minor power equipment	backhoe
bull dozers	street sweepers	boom trucks
tractors	low boy equipment trailers	various hand tools
air compressors	CDL dump trucks	

motor grader for rough blade work  
large tandem axle dump trucks w/plows  
skid steer loader and accessories  
rear-load garbage truck  
vehicles requiring air brakes, combinations, and tanker endorsements on CDL certification

10. Proficient equipment operation in the following environments:

- Finish-grading with motor grader (blue topping)
- Skilled excavations with backhoe
- Operation of front end loader mounted snow blowers
- Loading and hauling heavy equipment

11. Knows and practices safe work habits. This includes appropriately observing safety standards, such as:

- Wearing hard hats, safety-toed shoes, protective eyewear, and other such PPE
- Working only in properly secured trenches and work areas
- Handling hazardous materials according to state and federal regulations and standards
- Proper setup of traffic control devices
- Proper flagging operations

## **Organizational Responsibilities**

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

## **Knowledge, Skills and Abilities to Start**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Ability to follow and deliver both verbal and written instructions.
- Thorough knowledge of traffic safety regulations and job-site safety practices.
- Ability to perform on-call responsibilities for the Public Works Department.
- Knowledge of the geographical layout of the City of Spearfish.
- Thorough working knowledge and skills required to properly operate and maintain heavy equipment and CDL vehicles.
- Position will assist with "City emergency events". Assignments may cover such issues as flooding, washouts, forest fires, commercial and residential construction, winter storms, power outages, hazardous materials, accidents, acts of God, and contamination of air, water, plant life, or soil.
- Ongoing training annually and required certification: Street Technicians must attend a minimum of eighteen (18) hours of training annually of which eight (8) hours will be for an MSHA refresher course to maintain certification. Street Technicians will also be required to maintain South Dakota Flagger Certification.

## **Minimum Qualifications**

- Four (4) years' experience and training in heavy equipment operation and maintenance.
- High School Diploma or GED Certificate.

- Possession of or ability to obtain a valid South Dakota CDL Class 1A driving certificate with air brakes, combination, and tanker endorsement within ninety (90) days of hire. Maintain an insurable driving history.
- Excellent working knowledge of street operations and maintenance.
- Ability to be tactful, courteous and effective with the public and co-workers.

## **Working Conditions**

- **On Call/Response Time:** Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time.
- **Hours:** Forty (40) hours per week; more as situations may demand, with the main schedule set by the Street Superintendent. The Street Technicians should be especially reliable, flexible, and available to work during times of bad weather, emergencies, heavy tourist traffic, and major citywide holidays and celebrations.

## **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

## **Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_