



Job Description – Maintenance Worker-Streets

Job Title:	Maintenance Worker-Streets	Department:	Public Works
Group:		FSLA Status	Non-Exempt
Minimum Salary:	Not to exceed mid-range	Position Type:	Full Time
Reports To:	Streets supervisor/Crew leader	Directs:	n/a
Applications Accepted By:			
E-MAIL: hrdirector@palestine-tx.org Subject Line: Attention: Human Resources/ Job Title		MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM) City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8427	
Job Description			
<p>OBJECTIVE</p> <p>THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION.</p> <p>UNDER GENERAL SUPERVISION OF A STREETS SUPERVISOR WITH SOME DIRECTION FROM THE CREW LEADER, THE MAINTENANCE WORKER PERFORMS A VARIETY OF TASKS IN THE GENERAL CONSTRUCTION, REPAIRS AND MAINTENANCE OF CITY STREETS, SIDEWALKS, ALLEYS, CURBS, STORM DRAINS, ETC.</p> <p>ESSENTIAL JOB FUNCTIONS.</p> <p>Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. (This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)</p> <ul style="list-style-type: none"> • Assists in the repair of City streets, sidewalks, alleys, curbs, storm drains, pipes, gutters, and miscellaneous repairs as required. • Sets forms, pours, and finishes concrete to repair curbs, gutters, and sidewalks. • Performs street repairs and patching; lays asphalt, fills potholes. • Inspects work in progress and at completion for compliance with applicable policies, procedures, plans, specifications and standards of quality and safety. • Monitors equipment operator to prevent damage to other utility lines while digging. • Answers emergency calls from the public and other agencies taking appropriate action such as placing traffic barricades, signage and cones as directed. • May be required to remove debris, fallen trees and limbs; replace streets signs during or after hazardous weather or other emergencies. 			



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- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans, and maintains equipment and tools in safe operating order.
- Performs routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.
- Maintains safety regulations including wearing appropriate clothing, erecting proper barricades and signage, and using proper equipment and tools.
- May be required to install signs as needed.
- Paints street curbs, crosswalks, and other traffic control signage.

OTHER IMPORTANT JOB FUNCTIONS

- May be required to assist in the setup, teardown, and cleanup for special events and meetings.
- May occasionally be required to work on-call, evenings, or weekends.
- Travels to attend meetings and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING

- Knowledge of general maintenance and repair techniques for common tools and equipment used in general construction and maintenance work, and their basic safety precautions and procedures.
- Knowledge of the operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of City policies and procedures.
- Skill in following oral and written communications and directions.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment, tools, and vehicles.
- Skill in resolving customer complaints and concerns.
- Ability to maintain effective working relationships.
- Ability to follow City policies and procedures.

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

- Work is performed in an outdoor environment.
- Exposure to variable weather conditions, general constructions hazards, hazardous chemicals, and dangerous machinery is involved.
- May be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, repairing asphalt, transporting, delivering, and picking up debris, or other required equipment.
- Daily physical labor that includes extended periods of sitting, standing, bending, reaching, kneeling,



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entering enclosed spaces, climbing ladders, lifting heavy equipment, digging potholes, swinging a sledgehammer, driving truck, operating other equipment and other similar physically exerting activities daily.

- May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air, and water borne pathogens, body fluids, infectious diseases, rodents and insects.
- Must be able to lift to 85 pounds.
- Equipment utilized includes, but not limited to, sledgehammer, shovel, dump truck, hand/power tools and equipment specific to area of assignment, ladders, testing equipment, generators, water pumps, and department vehicles.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED.
- Any equivalent combination of relevant education and experience.
- Must have and maintain a valid Texas Driver’s License.

PREFERRED CERTIFICATIONS AND LICENSE QUALIFICATIONS

- Must possess a Valid Minimum Class B CDL or be able to obtain with first 6 months of employment.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and background check.

Must have and maintain a satisfactory driving record.

Regular attendance is required.

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine’s citizens.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e., writing “see resume” is not sufficient).

Reviewed By:	John Elrod	Date:	4/27/22
Approved By:	Jason Shelton	Date:	4/27/22
Last Updated By:	Sue Tingle	Date/Time:	4/27/22
Received By:		Date:	



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