



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PUBLIC WORKS MAINTENANCE OPERATOR		
Department:	Public Works		
Supervisor:	Public Works Supervision Structure		
Date:	February 2012	Position No.	PW/15
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for installing street signs and assisting with street maintenance duties, and occasionally the operation of heavy equipment to facilitate public work processes.

Job Scope:

The purpose of this position is to perform street maintenance work on Public Works projects. Successful performance helps ensure safe and attractive streets.

Essential Duties and Responsibilities:

1. Installs signposts.
2. Installs and maintains regulatory, warning, informational, and street name signs.
3. Maintains and repairs stoplights, stop signs, street signs, and street lights; replaces bulbs.
4. Maintains school zone flashing signs; replaces bulbs and electrical parts as needed.
5. Paints stripes and markings on streets and parking lots.
6. Sets traffic counter on streets to determine volume, speed, and vehicle types.
7. Sets up barricades and traffic cones at special events or job sites.
8. Mows grass and edges sidewalks as well as trims and removes trees and brush.
9. Performs preventative maintenance on tools, equipment, and vehicles.
10. Designs, assembles, and fabricates street signs.
11. Maintains daily activity log and sign shop inventory.
12. Sets wooden stakes to indicate utility locations.

13. Maintains shop area.
14. Operates snow and ice control equipment.
15. May operate front-end loader, backhoe, dump truck and bobcat.
16. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 2 years related experience
3. Missouri Class "B" CDL license with air brake endorsement.
4. Missouri drivers license
5. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of safety precautions.
2. Knowledge of traffic laws.
3. Knowledge of the geography and boundaries of the city.
4. Skill in operating a paint machine and vacuum applicator.
5. Skill in reading maps.
6. Skill in designing and assembling signs.
7. Skill in operating heavy equipment, power tools, and hand tools.
8. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. Employee handbook and safety regulations.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related laboring and maintenance duties as well as the operation of some heavy equipment. The need to work around traffic and pedestrians contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. General public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

The Public Works Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee lifts light and heavy objects, climbs in and out of equipment and uses tools or equipment requiring a high degree of dexterity. The employee may be required to distinguish between shades of color.

Work Environment:

The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, gloves, safety glasses and work boots.