

JOB DESCRIPTION
Traffic Services/Maintenance II
Pay Range 07
Department of Engineering Services

Job Title: Traffic Services/Maintenance II

Reports To: Traffic Services Chief Foreman

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

Performs a variety of semi-skilled tasks in the construction and maintenance of streets and facilities of the City; does related work as required.

Essential Responsibilities:

Operates snowplowing equipment on City streets.

Uses computer to enter daily work assignments and software packages to design and product signs, assist with tracking of inventory in database (Mastermind). GIS.

Assist with preparing finished signage in shop.

Operates jack hammer and air compressor in street maintenance and repair operations.

Provides manual labor for street excavation and repair procedures such as shoveling, hand pick, raking of stone or asphalt, spreading concrete, hand tamping asphalt or sweeping.

Operates concrete saws, tampers, rollers, skidsteer, backhoe, dump trucks, cracksealing equipment and various hand tools;

Sets up and takes down barricades.

Drives truck 55,090 GVW and less.

Rakes leaves and operates leaf loading equipment.

Performs minor equipment and facility repairs and/or preventative maintenance.

Perform a variety of skilled and semi-skilled tasks in division.

Attends training/trade shows and applies current knowledge/techniques to projects in progress.

Performs routine maintenance on equipment and facilities. Responsible for organizing and cleaning work areas and project sites.

Ability to understand and communicate written instructions.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Apply workzone safety methods on the jobsite.

Skills and Abilities:

Understand basic instructions.

Use clear language to write technical reports.

Work outdoors in all kinds of weather.

Learn basic procedures and techniques.

Perform routine work or the same task over and over again

Physical Demands:

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or in excess of 50 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or in excess of 20 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.

Environmental Conditions:

Outside: No effective protection from weather. A job is considered "outside" if the worker spends approximately 75 percent or more of the time outside.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development:

Apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.

Mathematical Development:

Add and subtract two digit numbers. Multiply and divide 10's and 100's by 2, 3, 4 and 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, quart, inch foot and yard or ounce and pound.

Language Development:

Reading: Recognize meaning of 2,500 (two- or three-syllable) words. Read at a rate of 95 - 120 words per minute. Compare similarities and differences between words and between series of numbers.

Writing: Print simple sentences containing subject, verb and object, and series of numbers, names and addresses.

Speaking: Speak simple sentences using normal word order and present and past tenses.

Writing: Write Daily Activity Reports.

Relationships to Data, People and Things:

Data: *Comparing: Judging the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.*

People: *Taking Instructions - Helping: Helping applies to "non-learning" helpers. No variety of implicit wishes of people is involved in this function.*

Things: *Manipulating: Using body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgement with regard to precision attained and selecting appropriate tool, object or material, although this is readily manifest.*

Specific Vocational Preparation:

Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.

To do this job, you must have the following licenses or certifications before being hired:

Must possess a valid Commercial Driver's License all applicable endorsements (manual transmission) or obtain one within 480 days.

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)

High School Diploma