**JOB DESCRIPTION:** 

# Town of Ashland City Street Department Maintenance Assistant (General/Streets)

CLASSIFICATION TITLE: Street Dept. Maintenance Assistant

**DEPARTMENT:** Public Works Manager

**REVISION DATE:** 09/26/2023

**REPORTS TO:** Public Utilities Manager

EMPLOYMENT STATUS: Full-Time FLSA STATUS: Non-Exempt

PAY GRADE:

### JOB SUMMARY

The Street Department Maintenance Assistant is a non-supervisory position. The Street Department Maintenance Assistant is a semi-skilled position performing labor in the construction and maintenance of the town's right-of-ways. The person in this position generally works in activities such as the construction, repair, maintenance and improvement to the town right-of-ways which include traffic signals, paving, signage, mowing, application of salt, snow removal, drainage improvements, tree trimming, Etc. are directed by this position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform overtime. May be required to work evenings, nights, weekends, or On-Call shifts.
- Works in the general repair, maintenance and installation within the town's right-of-way on all
  town owned appurtenances associated with safe travel for motorist and within town drainage
  systems to ensure proper drainage to ensure public safety, prevent loss of property and loss of life.
- Assists in performing in-house inspection, installation, maintenance and repair of road, drainage, and right-of-way structures.
- Ensures TDEC, TDOT, FHWA and EPA regulations are strictly understood and followed.
- Under the direction of the supervisor, performs complicated and sometimes hazardous work ensuring all safety measures are followed to protect crew members and the public.
- Inspects, cleans, and performs any needed maintenance on town's right-of-ways.
- Works with other Public Works departments outside the Town of Ashland City.
- Works at heights more than 50 ft. to perform maintenance of right-of-ways.
- Maintains sanitary cleanliness in and town's facilities to include cleaning, painting, lawn maintenance and general aesthetic appearance.
- Responsible for following all OSHA regulations and city safety policies and procedures.
- Under the direction of the supervisor, performs complicated and sometimes hazardous work ensuring all safety measures are followed to protect crew members and the public.
- Works safely observing all OSHA, Federal, State, and City regulations. Reports any accidents immediately to supervisor.
- Correctly wears appropriate personal protective equipment when required.
- Safely performs mechanical and/or hydro excavating in proximity, above, underneath, and beside existing utilities including high voltage electrical and high-pressure gas lines and infrastructure without causing damage to other utilities or structures.
- Interprets markings of utilities as color-coded according to Tennessee One Call. Performs tasks that require color perception.

- Performs daily and routine equipment maintenance such as greasing, belt adjustment, fluid levels and system flushing.
- Ability to operate various equipment such as, but not limited to, air compressors, jet wash trucks, rodding machines, boring machines, and various types of pumps.
- Ability to operate a variety of tools including but not limited to, jackhammer, pavement breaker, pick, shovel, and various wrenches.
- Performs maintenance and repair of root saws and jet wash truck nozzles when necessary.
- Performs heavy manual labor including digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical, mechanical, and traffic hazards.
- Establishes layout and sets up safety traffic controls around work area.
- Cuts and repairs various types of paving.
- Ability to work on equipment or in confined spaces throughout a shift.
- Any other duties assigned by supervisor.

### OTHER DUTIES AND RESPONSIBILITIES

- Provide coverage in the absence of other personnel.
- Must work after hours and be on-call when assigned.
- May have to work after hours in emergency situations.
- Must be able to work on-call for emergencies.
- Must maintain a city cell phone and be available for on-call 24/7.
- Promotes teamwork environment. Assists coworkers when necessary.
- Attends various meetings, seminars, training sessions and organizational programs.
- All other duties assigned by supervisor.

## **QUALIFICATIONS**

- High School Diploma or equivalent.
- Must understand and implement the use of city, state, federal, and industrial standards, ordinances, and regulations.
- Must understand modern construction and repair technology.
- Must possess a valid State of Tennessee Commercial driver's license with "A" classification within 90 days of hiring.
- Must be able to wear mandatory safety equipment.

## **EQUIPMENT OPERATED**

- City Vehicles
- Radio
- General hand tools
- Dump Truck
- Backhoe on occasion
- Bobcat
- Jet Truck
- Combo jet/vac truck
- CCTV Truck
- Tapping Machine
- Cell phone
- Various maintenance tools and equipment
- Generators and bypass pumps

- Lawn equipment
- Gauges, pressure recorders, flow meters and other assorted distribution system equipment
- Etc.

### WORKING CONDITIONS

- Will be exposed to heavy manual labor with exposure to elements of nature including extreme heat or cold, rain, snow, and other unfavorable weather.
- Generally physical and working conditions are such that minor cuts, abrasions, bruises, or burns
  may be encountered with various jobs.
- Under general supervision, employees must work independently performing multi-task assignments.
- May be required to enter confined space areas.
- Work at heights over 50 feet.
- Work environment can be dirty with unpleasant odors.
- Exposure to animals such as rodents, snakes, spiders, dogs, etc.

#### **USUAL PHYSICAL DEMANDS**

- Must be able to lift 50 lbs. though greater weights may at times be lifted, carried, and or placed.
- Must be able to constantly bend, stoop, crawl, stretch, and walk.
- May be required to work in high elevation over 50 ft.
- Dexterity and fitness sufficient to safely operate, utilize, and maintain tools and equipment used in work.
- Excessive walking and/or sitting.

### **EMPLOYEE AWARENESS:**

- Implement and ensure adherence to the Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to federal/state laws and regulations regarding MSDS, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload etc.)

MANAGEMENT APPROVAL	
Director of Public Utilities/Public Works signature	// Date
EMPLOYEE UNDERSTANDING AND AGREEMENT	
Employee's signature	// Date