

CITY OF
PLATTEVILLE
M
PUBLIC WORKS DEPARTMENT
STREET DIVISION
JOB DESCRIPTION

STREET MAINTENANCE WORKER

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Works as part of a team to maintain and repair public works infrastructure and city cemeteries, including streets and street right of ways, streetlights and signs, storm drainage systems, cemetery grounds, and other city facilities. Operates a variety of construction equipment and trucks utilized in construction, maintenance and repair activities; performs a variety of semi-skilled tasks related to public streets, lands or buildings.

EXAMPLES OF WORK PERFORMED:

Section 1. General

- 1.1 Ensures City streets are maintained and clear of debris or snow.
- 1.2 Operates vehicles for salting and plowing city streets.
- 1.3 Routinely reports to work for snow removal or other non-scheduled emergencies and responds in a timely manner.
- 1.4 Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.
- 1.5 Operates a variety of construction or power equipment, such as mechanized broom, back-hoe, dump truck, snowplow, grader and end-loader, jackhammers, mowers, and other small equipment and tools to maintain street and utility systems.
- 1.6 Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor(s); cleans equipment.
- 1.7 Maintains shop area in a safe and clean manner.
- 1.8 Assists with routine and emergency maintenance of buildings and facilities.
- 1.9 Purchases supplies within established procedures.
- 1.10 Works with supervisor(s) to ensure all record keeping is done within established procedures and with adequate safeguards to ensure accuracy.

Specific Activities – Street Maintenance

- 1.11 Performs street repair and maintenance, such as crack filling, patching and filling potholes.
- 1.12 Installs, repairs and maintains street signs and traffic signals,
- 1.13 Responsible for paint striping and pavement/road marking to ensure adequate traffic and parking controls.
- 1.14 Performs yard waste, brush and leaf pickup. Clears streets and City grounds of storm-related debris.
- 1.15 Maintains and repairs storm sewer systems.
- 1.16 Plants, trims and/or removes trees.
- 1.17 Assists with specific activities for cemetery maintenance (listed below).

Specific Activities – Cemetery Maintenance

- 1.18 Responsible for the overall presentation and appearance of the cemetery which includes mowing grass, pruning shrubs, trimming trees, spreading pesticide/herbicide, and planting/maintaining landscaping.
- 1.19 Trains and provides work directions to seasonal employees. Coaches employees and forwards performance concerns to supervisor.
- 1.20 Cleans and repairs historic monuments.
- 1.21 Assists with opening and closing ground burial spaces and mausoleum and cremation interments. Landscapes closed graves.
- 1.22 Assists visitors and funeral coordinators with the location of gravesites and other requests.
- 1.23 Assists with the specific activities for street maintenance (listed above).

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of heavy equipment operating principles; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in street and utility maintenance work.

Knowledge to carry out detailed written or verbal instructions; Ability to communicate effectively, verbally or in writing, and to effectively lead seasonal staff. Strong customer service orientation with demonstrated ability to interact positively and sympathetically with members of public.

Understanding and ability to follow safety regulations and policies, and the ability to help develop appropriate safety procedures for individual projects.

Skill in the operation of listed tools and equipment.

Understanding of the importance of weather-related and emergency response.

Simple addition and subtraction; copying figures, counting, and recording.

Employee will be familiar with details of the job to do it reasonably well within 6 months.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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

While performing the duties of this job, employee frequently stands; walks; drives motor vehicles; reaches; uses repetitive movements; uses eye-hand coordination; hears; talks; has contact with general public/customers; works alone; stoops; kneels, crouches, or crawls; climbs stairs; climbs ladders. Employee occasionally drives heavy equipment; uses repetitive movements; uses the telephone; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders.

Employee must be able to frequently lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, such as back-hoe, dump truck, pickup truck, tank truck, street sweeper, street roller, mechanized broom, snowplow, road graders, jackhammers, loaders, chipper, tar kettle, leaf blower, tamper, plate compactor, saws, pumps, compressors, sanders, generators, lawn mower, weed trimmers, clippers, chainsaw, common hand and power tools, shovels, wrenches, mobile radio, phone.

CONFIDENTIAL DATA:

None.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, and
2. Upon hire, must have a valid Wisconsin driver's license and CDL license with B, C, D endorsements, including air brakes.
3. Groundskeeping experience preferred.
4. Some evening and weekend work is required

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace. The City is required to perform random drug testing of any employee holding a CDL license and operating City machinery.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to dirt, temperature extremes, dampness, and all types of weather when performing tasks listed under essential duties and responsibilities. Employee is exposed to noise, vibrations, and equipment movement hazard when working with equipment. Employee is exposed to chemicals when spraying weeds.

POSITION ACCOUNTABILITY:

Reports To: Street Superintendent

Supervision Exercised: Oversight of seasonal maintenance workers

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 2/27/07

Revision History: 2/23/07; 6/1/10; 12/31/10; 12/31/15; 7/3/16; 11/1/17; 11/15/18; 10/1/2024