

# TOWN OF PROSPER

<b>TITLE:</b>	<b>MAINTENANCE WORKER I</b>	<b>SALARY:</b>	DoQ
<b>DEPARTMENT:</b>	PUBLIC WORKS DEPARTMENT	<b>LAST UPDATE:</b>	04/15/2010
<b>REPORTS TO:</b>	STREET SUPERINTENDENT	<b>FLSA DESIGNATION:</b>	NON-EXEMPT

---

**JOB SUMMARY:** To perform a variety of semi-skilled and skilled tasks in the construction, maintenance and repair of Town streets and related facilities. Employees within this class perform a full range of duties as assigned under general supervision. This level receives frequent instruction or assistance as new or unusual situations arise, and has the ability to learn the operating procedures and policies of the work unit.

*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.*

## **Essential Job Functions:**

- Install street signs; dig hole for post; cement and hang sign; prepare work orders for street signs.
- Paint old or rusted signs; identify locations where signs are missing and replace with new sign.
- Ensure that safety apparel is worn at all times and that safety rules and regulations are observed in the performance of duties.
- Measure, layout and paint markings for intersections, crosswalks, parking lots and curbs.
- Secure and partition off work areas with traffic signs, cones and barricades; direct traffic around work areas as necessary.
- Install and repair traffic control devices, guardrails and barricades; maintain existing signs and traffic control devices; clean site as necessary.
- Participate in street repairs; prepare holes in street surfaces for repair; apply patching material to fill hole.
- Trim and remove foliage obstructing traffic signs or signals; clean road shoulders as necessary.
- Clear storm drains of refuse and debris.
- Participate in cleaning the job site.
- Operate a variety of equipment.
- Operation and use of a variety of tools and equipment.
- Principles and practices of equipment maintenance and repair.
- Standard departmental procedures.
- Property techniques for applying paint to various surfaces.
- Hazards associated with the work and proper safety precautions.
- Location of various Town streets and addresses.
- Procedures for patching and repairing street surfaces.
- Procedures for installing poles, pipes and traffic signs.
- Modern construction methods and practices.
- Techniques for mixing, pouring and finishing concrete and asphalt.

**Required Knowledge and Skills:**

- Understand and follow oral and written instructions.
- Learn procedures for patching and repairing street surfaces.
- Learn proper lifting techniques for minimizing physical injury.
- Learn the operation of a variety of tools, machinery and equipment relevant to work assignments.
- Perform physical requirements of the job.
- Perform work in an undesirable or hazardous environment including inclement weather, confined spaces, improper illumination and traffic.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Lay hot mix asphalt.

**Preferred Education, Experience, and Certifications:**

- Must possess a High School Diploma or GED
- Two years experience in construction or related field.
- Possession of a valid driver's license and have ability to obtain Class A or B CDL within six months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Regularly required to reach with hands and arms and talk or hear.
- Frequently required to stand; sit; and use hands to finger, handle, or feel objects, tools, or controls.
- Regularly required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Regularly required to lift and/or move up to more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Regularly works near moving mechanical parts
- Regularly exposed to vibration.
- Occasionally works in high, precarious places.
- Occasionally exposed to fumes or airborne particles and risk of electrical shock and vibration.

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

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

**PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS**