



# BOONEVILLE

## MISSISSIPPI

### City of Booneville

### Job Description

**JOB TITLE: Street Maintenance**

**DEPARTMENT: Street Department**

**FLSA: Exempt**

**REPORTS TO: Street Department Supervisor**

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### **POSITION SUMMARY:**

The purpose of this position is to maintain and repair street property and right-of-way of municipality by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Receives written work orders or verbal instructions from supervisor.
- Use weed eater and other implements in maintenance of the appearance of city streets and right of ways.
- Sweep, pick up paper and otherwise maintain the appearance of city streets and right of ways.
- Supervise the work of city jail inmates on street maintenance.
- Spot check streets for routine maintenance needs.
- Drives truck and loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.
- Repairs streets and sidewalks with asphalt and cold patching materials.
- Removes and replaces traffic signs.
- Occasionally operate equipment in performing job.

## **MINIMUM EDUCATION AND EXPERIENCE:**

### **Minimum Education**

**Education: High school diploma or GED**

**Experience (yrs.): One (1) year previous experience and/or training that includes operating a truck and maintenance tasks**

**Substitutions Allowed for Education:**

**Substitutions Allowed for Experience:**

**Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.**

**Certificates and Licenses:**

- **Valid Driver's License**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Follows policies and procedures.
- Uses time efficiently.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Demonstrates accuracy and thoroughness.
- Observes safety and security procedures; Reports potentially unsafe conditions.
- Is consistently at work and on time.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time.

## **PERFORMANCE APTITUDES:**

- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to other employees of the city.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division;
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA Compliance:**

- **Physical Ability:** While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

- **Environmental Factors:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

*The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.*

*The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*