

# City of Sullivan Job Description

## Street Semi-Skilled Laborer

### General Purpose of Position

Maintains city streets, curbs and sidewalks, and operates certain types of heavy equipment

### Major Duties and Responsibilities

#### Operates the dump truck and other equipment

- \$ Transports materials to and from the work site
- \$ Uses shovels, handsaws, power tools, rollers, and torches
- \$ Operates other equipment as required

#### Operates the street sweeper if assigned

- \$ Performs basic inspection prior to operation
- \$ Refills water reservoir and tire pressure as needed
- \$ Sweeps streets following a predetermined pattern
- \$ Changes brooms on sweeper as needed

#### Installs pipe of various sizes

- \$ Digs trench, ensuring proper depth, for pipe
- \$ Pours concrete for boxes and footings as needed
- \$ Builds junction and inlet boxes as needed
- \$ Levels rock and blacktop soil up to grade
- \$ Seeds and straws as required

#### Maintains City streets

- \$ Completes patchwork and crack sealing
- \$ Plows snow and spreads salt as needed
- \$ Performs street sweeping
- \$ Performs striping as necessary
- \$ Seals cracks as needed
- \$ Trims brush and trees to maintain clear right-of-way
- \$ Chips brush and branches and properly stores or disposes of material
- \$ Repairs and installs various types of street signs

#### Maintains curbs, gutters, and sidewalks

- § Patches sidewalks
- § Reports problems to proper departments
- § Re-builds problem areas as needed

**Maintains shop and equipment**

- § Makes sure equipment and supplies are ready for use
- § Changes oil, filters, hydraulic fluid, and radiator fluid
- § Sharpens or changes blades and changes belts on equipment
- § Performs all safety checks and basic maintenance on equipment
- § Follows all procedures when filling equipment with gasoline/diesel fuel

**Completes various assignments related to departmental activities**

- § Pours concrete for buildings, curbs, sidewalks, footings and foundations
- § Builds forms for curbs and sidewalks
- § Assists with plumbing and electrical work as needed
- § Fabricates and/or welds metal to fit various City projects

**Performs other duties as directed**

**Job Context**

Status	Full-time
FLSA status	Non-exempt
Department	Street
Immediate Supervisor(s)	Street Foreman and Commissioner
Rating Supervisor	Street Foreman
Frequency of supervision	Daily
Number of supervised employees	0
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Occasional
Frequency of night work	Occasional
Shift position	Not applicable
On call status	As scheduled and for emergencies
Percentage of work indoors	5%
Percentage of work outdoors	95%, in all types of weather conditions
Types of accountabilities	Legal, Safety

Exposure to chemicals/hazardous materials	Frequent
Applicable chemicals/hazardous materials*	Exhaust, diesel fuel, gasoline, tar, asphalt, paint, herbicides
Average stress level of this position	Average, but varies with circumstances
Physical work associated with this position**	Digging, sitting for long periods, equipment operation, climbing, bending, stretching, lifting, and carrying

\* Exposure to chemicals/hazardous materials may not be limited to this list.

\*\* These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

### Licenses and Certifications

The person in this position is required to have a valid Class A commercial drivers license with airbrakes endorsement; trench box certification is helpful.

### Education and Experience

The person in this position is required to have a high school diploma or its equivalent. Some previous experience in equipment operation and road maintenance is preferred.

### Knowledge, Skills, and Abilities

#### Knowledge

- § Proper use of road material, including cold and hot patch crack sealant
- § Procedures to maintain vehicles and equipment
- § Procedures to maintain and repair City streets
- § Proper methods of overlaying streets
- § Methods for pouring and curing concrete
- § Preparation and installation of street signs
- § Basic carpentry
- § Layout of city streets
- § Proper grammar and the use of English in speaking and writing
- § Computer operations and applications, including word processing and spreadsheets

- § OSHA standards and regulations concerning employee safety
- § Federal and state statues concerning the work of the department
- § Mathematical skills, including addition, subtraction, division, and multiplication
- § General functions and operations of municipal government

**Skills and Abilities**

- § Follow street plans and lay markers properly
- § Use various types of equipment, including chainsaws, sprayers, and weed eaters
- § Install signs accurately and properly
- § Operate certain types of heavy equipment
- § Maintain equipment and vehicles
- § Examine equipment and determine what is causing a problem
- § Work as a team member with other employees
- § Communicate effectively with other City employees, both oral and written
- § Work autonomously when necessary
- § Handle multiple tasks simultaneously with frequent interruptions
- § Deal with others in a professional manner
- § Maintain professional composure in heated situations
- § Follow Departmental and City policies and procedures