

JOB DESCRIPTION:

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

CLASSIFICATION TITLE:	Street Dept. Maintenance Assistant
DEPARTMENT:	Public Works Manager
REVISION DATE:	11/01/16
REPORTS TO:	Public Utilities Manager
EMPLOYMENT STATUS:	Full-Time
FLSA STATUS:	Non-Exempt
PAY GRADE:	GS2

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 followed to protect crew members and the general 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 in excess of 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 of 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 followed to protect crew members and the general public.
- Communicates with general 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 close 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 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

