

City of Heyburn

Job Description

Title: Street Division Operator	Code: 01-31-02
Division: Street Department	Effective Date: 03/08/2023
Department: Public Works	Last Revised: 03/08/2023

STREET DIVISION OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

GENERAL PURPOSE

Street Division Operator shall construct and maintain all public streets, highways, alleys, walks, pavements, and surfaces, manage, and administer street cleaning, street repairs, snow removal, and administer and enforce all ordinances related to construction and maintenance of public streets, sidewalks, rights of way, easements, and all utility lines and communication lines therein.

SUPERVISION RECEIVED

Works under the general supervision of the Street Division Head, but acts as governed by state and city code, city resolutions, and general direction provided by City Council, Association of Idaho Cities, and ICRMP.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Inspect and assess the condition of city streets and infrastructure to determine necessary repairs and maintenance.

Operate equipment and machinery to repair and maintain city streets, sidewalks, and other infrastructure.

Ensure compliance with city and state regulations regarding road construction and maintenance.

Respond to emergency situations, such as fallen trees, to clear debris and ensure safe passage for vehicles and pedestrians.

Collaborate with other city divisions and contractors to coordinate and complete projects efficiently.

Communicate with residents and community members to address concerns and complaints regarding road conditions.

Conduct routine inspections of street division vehicles and equipment to ensure they are in good working order.

Assist with other public works projects as needed.

Perform other duties as assigned by Street Division Head.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive street division.

Computer operations and street maintenance data software.

Safety practices and procedures.

Pertinent Federal, State, and local laws, codes, and regulations.

Be familiar with the Federal Manual on Uniform Traffic Control Devices

Ability to:

Ability to be ON CALL - On Call is defined as such off-duty time when the employee is required to either carry a "cell phone" or stay near a phone and/or remain within the city and/or can respond for "return to work duties" within a 15-minute period of time.

Operate division vehicles and equipment in a safe and effective manner.

Participate in and complete safety training courses.

Interpret and explain City policies and procedures.

Operate office equipment including computers and supporting software applications. Adapt to changing technologies and learn functionality of new equipment and systems. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma or equivalent.

Current CDL Driver's license with air brakes endorsement. (Or ability to obtain one within 90 days of date of hire).

Must maintain flagger certification. (Or ability to obtain one within 90 days of date of hire).

Experience:

The ability to work effectively in a team environment and put forth the necessary effort to achieve a professional outcome is essential. While experience in the Street Division would be beneficial, it is not required.

License or Certificate:

Valid Idaho Commercial Driver's License.

Certified Flagger.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Street Division environment; exposure to dangerous equipment, noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals and all types of weather and temperature conditions; assist other division in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Sufficient physical ability to lift a minimum of 50lbs; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, and crouching.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The City of Heyburn reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee) Print Name

Signature: _____