

**City of Hailey  
Job Description**

**JOB TITLE: Operator/Maintenance- Streets Division  
Seasonal – Up to 6 Months  
\$14.50-19.50/hr. – Wage D.O.E.**

**SUMMARY:** Operates equipment or trucks, maintains equipment, and performs construction and maintenance of City streets, sidewalks and related infrastructure. Must maintain an awareness of street infrastructure and communicate/report potential issues to management. Performs related work within the Public Works Department as required, including snow removal, flood control, general park or alley maintenance. Is required to respond during emergencies and take on-call shifts as assigned during weekends and holidays. Shift is typically four 10-12 hour days.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Works under the direction of the Street Division Manager.
- Works on projects such as but not limited to street maintenance, chip seal projects, sidewalk repair, snow removal, gravel or fill hauling, building maintenance, tree pruning, weed control, right-of-way mowing, curb maintenance and painting, road striping, installing signage, installing banners.
- Operate equipment used in road maintenance and snow removal.
- Has operating knowledge of hand tools and heavy equipment used within the Street Division; or the ability to learn.
- Responsible for assuring that all Street Division equipment is operated in a safe and efficient manner.
- Communicates operating conditions of City equipment to supervisor.
- Is expected to work odd hours including imminent on call duties and on holidays as the job duties require or as requested by the management.
- Makes recommendations to supervisor for work plans and training.
- Assists in training or communicating with staff as requested with an emphasis on safety.
- Responsible for maintaining a respectful workplace.
- Attend weekly “tailgate” meetings to debrief safety concerns and adjust safety standards or information to meet the needs of the employees.
- Responsible for personal safe work practices and following Division procedures at all times.
- Is responsible for timely filing of all incident reports, safety incidents, or accidents.
- Responsible for turning in worked-time reports on time.
- Other duties may be assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High school graduate or equivalent or GED.
- Progressively responsible experience in road construction and maintenance.
- Certification in the following areas; traffic control certification, flagging certification or any satisfactory combination of experience and training as determined by the hiring authority.
- Knowledge and ability to work within all applicable laws, rules, ordinances governing safe vehicle operations.

**LANGUAGE and COMPUTER SKILLS:**

- Ability to effectively present information and respond to questions from managers and customers; know when to refer customers to management.
- Ability to work closely with and discuss projects with co-workers other city staff and management.
- Ability to enter hours worked into computer database
- Ability to enter work order information into computer database.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to analyze and understand the organizational culture of the Street and Park Division in terms of authority/management.
- Refrain from exposure to risk, conflicts of interest, violations of laws, rules, or ordinances, and unsafe practices.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid Driver's License and a Class A Commercial Driver's License (or ability to obtain within 60 days of hire);
- Possess or have the ability to obtain a Flagging Certificate.

**OTHER SKILLS and ABILITIES:**

- Ability to obtain thorough knowledge of materials, methods and equipment used in road maintenance and repair;
- Ability to obtain considerable knowledge of the layout, construction and condition of the roads within the City;
- Knowledge of traffic laws and safety rules governing operation of motor vehicles and equipment on City roads;
- Establish and maintain an effective working relationship with management, coworkers and the public.
- Ability to establish and maintain proactive customer relations with the citizens of the City, city and agency personnel, the vendors and merchants of the City and all public and elected officials.
- Skilled in safe operation of assigned vehicles and equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands and fingers to operate equipment and tools.
- Reach with hands and arms; and talk or hear.
- Frequently required to stand, walk, sit, climb or balance.
- Frequently required to stoop, kneel, crouch, or crawl.
- Regularly lift and/or move up to 75 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.

**WORK ENVIRONMENT:** 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.

- Works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration;
- The noise level in the work environment is usually loud.

I have read and understand my job description.

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Employee Signature

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Date