



City of Irving Job Description

Streets Support Specialist

FLSA Status:	Non-Exempt	Job Department:	Public Works / Streets
Job Code:	35142	Reports To (Job Title):	Streets Supervisor

PURPOSE

To work with various equipment and tools to maintain and repair City systems as assigned. To guide and perform specialized construction, repair, and maintenance-related work for City functions, including organizing work for crews and providing technical leadership for special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee and perform construction of all bridge and culvert railings made of steel and aluminum.
- Repair paverstone crosswalks, stone retaining walls, fences, bridges, curbs, and pavements.
- Oversee and maintain toll room inventory, including performing repairs on motorized equipment and hand tools.
- Maintain records of use of time, material, and equipment.
- Inspect work to ensure work matches specifications and corrects deficiencies when necessary.
- Ensure proper care of equipment, vehicles, and tools at job site.
- Clean, service, and maintain assigned tools, machinery, equipment, and vehicles.
- Ensure that all established safety precautions and practices are observed during work performance.
- Repair and maintain street infrastructure.
- Use specialized equipment and machines to perform repairs and construction.
- Setup safety and traffic control systems for repair work.
- Remove obstacles and barriers that present safety hazards to work crew and public.
- Operate equipment including but not limited to jackhammer, vehicles, concrete shoot, track dozer, front-end loader, bucket truck, rod truck, gradall, crane, and paint truck.
- Perform light construction as necessary to complete projects.
- Respond to after-hours trouble calls on emergencies.
- Perform related duties as assigned, including cross training.

OTHER DUTIES AND RESPONSIBILITIES

- Perform welding duties as required.
- Repair equipment needed to perform duties.
- Emergency Operations
- Inclement Weather / Stand by basis

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

City issued P Card, purchase supplies, tools and materials

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- High School Diploma or GED.

EXPERIENCE

- Two (2) years of related experience

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Commercial Driver's License Class A
- Confined Space Training
- Excavation Training
- Smith Driving School or equivalent
- Earth Moving Training
- Forklift Training
- Roadway Worker Protection Certification

KNOWLEDGE OF

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Traffic Safety: Basic traffic safety laws.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Interacts with other departments, citizens, businesses, vendors and contractors.

EQUIPMENT AND PROPERTY

City Vehicle, variety of pneumatic hydraulic and electric hand tools varying of size and function. Various power tools, hand held tools, jack hammer, hand tools, shovel, post hole digger, chain saw, pole saw, string line trimmer, hedge trimmer, surface grinder, cutting torch, wire feed welder, computer and software.

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.*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or smell. Frequently, s/he is required to balance, carry, drive a vehicle, sit, stoop, talk, stand, and/or walk. Occasionally, s/he is required to climb, kneel, lift up to 50 pounds, pull, and/or push. In rare instances, s/he is required to crawl or run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to a dirty environment, blood-borne pathogens, extreme vibrations, confining work space, electrical hazards, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.