

City of Mission Job Description

Job Title: **Drainage Laborer**



Classification: **Non-Exempt**

Department: Public Works

Division: Streets/Drainage

Supervisor: Streets Supervisor

Effective: 10/13/2014

I. JOB SUMMARY

Daily maintenance of Storm Drainage Ditches and Storm Systems. Repair of streets, curbs & gutter, Valley gutters, alleys and drainage systems. This position has no supervisory responsibilities. Individual will be performing other duties assigned by the department head/supervisor when needed.

II. EDUCATION REQUIREMENTS

- High school diploma or GED preferred.
- Six (6) months in streets maintenance is preferred or related experience and/or training; or equivalent combination of education and experience.
- Knowledge of proper sequence of activities required to perform the job.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- A current valid class "A" CDL driver's license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years is preferred.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to establish and maintain effective working relationship with the general public, supervisor and co-workers.
- Ability to follow both written and verbal instructions that require individual thought.
- Ability to make decisions based on verifiable criteria.
- Ability to use equipment or machines needed for maintenance.
- Ability to use math skills for measuring or computing.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to perform repetitive work on a continuous basis.
- Ability to interpret city policy and procedures relative to job duties.
- Ability to make decisions for safe operation of unit (s) to be operated and other work activities, such as: machine operation, surrounding areas such as electric lines/poles, buildings, vehicles, and personnel.



- Ability to work effectively and efficiently without constant supervision and maintain work schedule as directed by supervisor.

V. ESSENTIAL JOB FUNCTIONS

- Operate a dump truck.
- Clears drainage inlets with a shovel or lowers self into a man-hole 42" in diameter to shovel out dirt and debris from drainage floor.
- Drives city van equipped with sprayer gun and sprays weeds located up to 15' from the vehicle.
- Patches street holes and streets to allow for smooth and safe vehicular traffic. Squares hole with a pick and shovels hot or cold mix (asphalt) onto hole and square it with a shovel and compacts it.
- Paints center street strips/crosswalks for pedestrians and vehicular traffic to distinguish walks, paint spraying machine on wheels to outline stripes, replenishes and cleans paint container, for re-utilization with a safety solvent.
- Cuts excess grass and weeds on asphalt cracks and around pole and traffic lights.
- Prunes trees to ensure for safety and City grooming. Trim branches with chain saw, if necessary cuts the tree down.
- Operate back-hoes within construction sites.
- Build street barricades to block off streets.
- Sweep, dust or paint inside of warehouse.

VI. NON ESSENTIAL JOB FUNCTIONS:

- None

VII. EQUIPMENT/MATERIALS

Safety equipment/materials to include but not limited to the following:

- Hand tools, Chain saws, Motorized scrapper
- Dump truck, Back hoes, Tractor Shredder
- Weed eater, Shovels, Pruner
- Rain boots, Rain coat, Hard hat, Safety Vest, Steel toe boots
- City Vehicle
- Cell phone, Pager, Two way radio
- Policy & Procedure handbook

City of Mission Job Description

Job Title: **Drainage Laborer**



con't – page 3

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Extreme noise		X		
Vibration		X		

IX. MANUAL DEXTERITY

Employee will utilize gross hand movements constantly to perform essential functions. Moderate to heavy force must be exerted to comply with those functions. Fine finger dexterity will be utilized occasionally to activate toggle switches.

City of Mission Job Description

Job Title: **Drainage Laborer**



con't – page 4

IX. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Hot mix on shovel or dirt. Chain saw during pruning.
	6-10 lbs	C	Hot mix on shovel to patch holes.
	11-20 lbs	F	Ready patch bags for holes.
	21-25 lbs	N/A	
	26-50 lbs	F	Lime bags mix with a caliche for study mix.
	51-75 lbs	O	Walkers, to compact dirt in deep holes.
	76-100 lbs	O	Jack hammers to break concrete.
	Over 100 lbs	F	Vibrator to compact hot mix-asphalt.
CARRYING	Up to 5 lbs	C	Walking with shovel to work site up 15'
	6-10 lbs	C	Strap on weed eater up to 15'
	11-20 lbs	C	Chain saws/walking on even and uneven ground.
	21-25 lbs	N/A	
	26-50 lbs	C	Bags of cement, water jugs, sledge hammers
	51-75 lbs	O	Walkers - 10' walking on even and uneven ground.
	76-100 lbs	O	Walking with jack hammer 10-15 feet within work site.
	Over 100 lbs	F	Vibration hot packs 5-10 feet.
PUSH/PULLING	Up to 5 lbs	N/A	
	6-10 lbs	N/A	
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	F	Paint spraying machine, vibrator compactor using heavy force.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

City of Mission Job Description

Job Title: **Drainage Laborer**



con't – page 5

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Tree Trimming - small ladder to reach branches.
STOOPING (bending at waist)	C	To shovel mix from truck to pot holes.
KNEELING (one or both knees)	C	Draining inlets sticking - shovel to clear debri.
CROUCHING (bending at hips/knees)	C	To pick up boxes of material, I.e., boxes of street signs.
CRAWLING	O	Check for clearance of drainage pipes.
REACHING	F	To prune trees and patch holes.
TWISTING/TURNING (rotation)	C	Patching holes and pruning.
HANDLING (manipulated objects)	C	To manipulate shovels and picks.
STANDING	C	When patching holes and using two way radio.
WALKING	F	Whening patching holes and painting fire hydrantes
SITTING	C	While vehicle in motion.
FINGERING (finger dexterity)	O	To activate toggle switches.
GRASPING (whole hand activities)	C	Gripping material to shove and lift.

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date