

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Streets Specialist II*
Department: *Public Works*
Reports to: *Lead Streets Specialist*
Status: *Non-exempt /Union*

Job Summary:

Perform specialized and advanced, as well as day to day, customer service, troubleshooting, maintenance, installation and/or repair work in the Street Division requiring the application of knowledge of the City's street system, traffic control, signing, street inspections, pavement rating, ice and snow removal, equipment, facilities, public works systems, as well as training skills, special projects and advanced skills such as welding, masonry, equipment design and fabrication, and customer-focused service functions. May direct the work activities of assigned employees, special project teams, and work crews in the absence of the Lead Street Specialist.

Essential Job Functions:

Work activities involve multiples skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Perform work activities in the repair of asphalt streets, shoulders, road edges and alleys. Prepare areas to be crack sealed, repaired or overlaid, by loosening and removing debris, fill in potholes with dirt or asphalt patching material, and rake to grade. May operate compactor as appropriate to complete surface restoration.
2. Perform work activities in the inspection, construction or repair of curbs, sidewalks, driveway transitions, catch basins and related facilities. Run lines and grades.
3. Set-up and install forms, pour concrete, and hand trowel finish concrete as appropriate. Disassemble forms and transport to storage.
4. Inspect and maintain traffic signal lights and City-owned street lights for proper operation and illumination. In accordance with established procedures, use bucket truck to troubleshoot and replace signal light bulbs and fixtures.
5. May do layouts and operate spray painting equipment, or hand brush and/or apply thermo-plastic material to paint, install street stripes and fog lines, crosswalks, dividing lines, curbing, parking lines and other areas.
6. Respond to emergency situations independently in the absence of higher classified employees. Take action as necessary to bring the situation under control. May involve instructing and directing other employees during such emergencies including coordination with Fire and Police personnel.
7. Inspect regulatory and street signs. Remove and replace damaged signs and metal or wood mounting posts using standard hand tools. Operate sign computer and maintain sign maintenance program.
8. Design and fabricate street and traffic-control related equipment, which may require advanced skills such as welding, computers, electronics, and mechanical applications.
9. Perform vegetation control using boom mower, boom truck, flail mower, chain saws, and herbicides using state guidelines.
10. Install and maintain traffic counters in right of way. Log readings and complete reports.
11. Locate underground utilities and mark locations on the surface in accordance with standard procedures. Also conduct pavement rating and street inspections.
12. Perform operator-level preventive maintenance checks of assigned vehicles and equipment.
13. Maintain daily log and write reports.
14. Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other departments, customers and the general public using good judgment, tact and courtesy.
15. Respond to customer and public inquiries in a courteous manner, and perform duties such as assessing concerns or complaints, problem solving, lead response efforts, and follow-up with customers and supervisory personnel.
16. Perform designated back up duties of the lead streets specialist and assist with plans and budgets.
17. Demonstrated basic electrical experience related to street light luminaire replacement and troubleshooting.

Associated Job Functions:

1. Attend various workshops, continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of streets and traffic control construction, maintenance and repair practices and techniques, and applicable State and Federal regulations.
- Knowledge of and ability to apply skills to resolve unusual or irregular problems that may occur, and to contribute suggestions for improvements in operations, equipment, systems, and procedures.
- Knowledge and skills in basic electrical functions, including street light luminaire replacement and troubleshooting.
- Good customer service skills and ability to assess and respond to customer service problems in a courteous and helpful manner.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to interpret and reason, especially in non-routine, new or particularly troublesome aspects.
- Ability to read and interpret written instructions, City ordinances, policies, regulations and standards.
- Ability to post and establish safe work zones in public places using proper signing and flagging requirements.
- Ability to perform data entry and retrieval functions using a personal computer and divisional software.
- Ability to work independently.
- Ability to read and interpret basic blue prints, specification and maps.
- Ability to conduct training for less experienced and seasonal workers.
- Ability to coordinate special project duties.
- Ability to utilize a variety of hand and power operated tools and equipment such as shovels, picks, rakes, crowbars, portable asphalt/concrete saws, asphalt distributor, gas powered compactor, radios, and mowers.
- Ability to proficiently operate specialized equipment such as single and tandem axle dump trucks, wheel tractors, front end loaders, backhoe, wheel tractors, boom trucks, patch truck, sweeper, crack sealer, paver, roller, chipper, sign machine, paint trailer, traffic counters, stripers, equipment trailers, and grinders.

Working Environment and Physical Demands:

Work is typically performed out-of-doors under dirty, uncomfortable, noisy and hazardous conditions and in all types of weather conditions. Work requires normal visual and hearing acuity, substantial manual dexterity, and the ability and stamina to perform heavy manual physical labor, and the ability to crawl, climb, bend, twist, stoop, kneel and perform repetitive lifting, and to maintain such activities throughout a work shift, as well as the ability to move items in excess of 50 pounds. Work may be performed in confined spaces, elevated areas (in excess of 40 feet) using fall restraints, and requires ability to wear and work with respirators and other safety equipment, and may involve exposure to hazardous chemicals or bloodborne pathogens. Work also involves equipment operation in heavy traffic and excavating in proximity to overhead and underground utilities. Weekend and after-hours work is sometimes required as well as after-hours response to emergencies.

Experience and Training Requirements:

- High school graduation or GED equivalent **with** continuing workshops and education, **and**
- Three (3) years of progressively responsible experience in street-related functions with ongoing work planning and equipment operations, customer service, problem solving, and crew training.
- Must have and maintain CPR and Industrial First Aid certification within six (6) months of hire date.
- Must have and maintain Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire date.
- Must have valid Signal Technician I certification, or be able to obtain and maintain certification within six (6) months of hire date.
- Must be able to obtain other specialized certifications in specific areas of work.
- Valid Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class A with a tanker endorsement, including Medical Certification, at time of hire.
- Must pass Criminal Background and Driving Abstract check prior to hire.
- Must pass drug screening at time of hire and periodically thereafter at the City's discretion.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.