

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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

#### **Job Summary:**

Perform street maintenance, customer service, installation and/or repair work of the Street Division with responsibility for matters such as street signs, sweeping, snow and ice removal, assist with pavement rating and street inspections, emergency services, traffic controls, and street lighting. Utilize tools and, as authorized, equipment available to perform the work. Duties include customer service and training as well as special projects and other tasks that are associated with the street services. The Street Specialist I classification recognizes training and skill development needed in specialized streets and traffic functions as well as other public works divisions. Duties are performed with close direction until proficiency is demonstrated.

#### **Essential Job Functions:**

Work activities involve multiple 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. Operate power equipment units such as single and tandem axle dump trucks, asphalt distributor and backhoe.
2. Perform activities in the repair of asphalt streets, traffic controls, 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 assigned to complete surface restoration.
3. Perform assigned activities in the construction or repair of curbs, sidewalks, driveway transitions, catch basins and related facilities. Assist in running lines and grades.
4. Under direction, install forms, pour concrete, and hand trowel finish concrete as appropriate. Disassemble forms and transport to storage.
5. Inspect traffic signal lights for proper operation. In accordance with established procedures, use boom truck to remove and replace signal light bulbs.
6. Assist in the inspection and maintenance of street illumination and signal lights. As assigned, use bucket truck to troubleshoot, remove and replace signal light bulbs and fixtures.
7. Perform assigned activities in the inspection and inventory of traffic and street signs.
8. Perform vegetation control using boom mower, boom truck, flail mower and chain saws, or by using herbicides. Use spray equipment in accordance with state regulations.
9. As assigned, install and maintain traffic counters in right of way. Log readings and complete reports.
10. May 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 or objects. Install plastic street reflectors using epoxy glue.
11. Inspect traffic and street signs; remove and replace damaged signs and metal or wood mounting posts.
12. Perform on-the-job, work study, and other streets specialist and public works training duties including cross training and special project assignments.
13. Maintain daily log and write reports.
14. Perform work in accordance with sound safety practices and assist in training other employees.
15. Establish and maintain cooperative and effective working relationships with City officials, supervisors, co-workers, other City departments and the general public using good judgment, tact and courtesy.
16. Respond to customer and public inquiries in a courteous manner and perform duties such as assessing concerns or complaints, problem solving and leading response efforts, and follow-up with customers or the public, supervisory personnel, or other colleagues when appropriate.
17. Demonstrated knowledge in basic electrical functions.

#### **Associated Job Functions:**

1. Attend various job-related workshops, continuing education, seminars, or conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Ability to gain a working knowledge of streets construction, maintenance and repair practices and techniques as well as public works operations, maintenance, customer service, and other functions.
- 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, mowers and tractor mowers.
- Knowledge in basic electrical functions.
- Ability to follow oral and written instructions.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to read and interpret written instructions, City ordinances, policies and other standards.
- Ability to perform work independently and in accordance with sound safety practices and equipment.
- Ability to read and interpret basic blue prints, specification and maps.
- Ability to perform basic data entry and retrieval functions using a personal computer.
- Ability to learn 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, trailers and flail or boom mowers.
- Ability to assess and respond or refer public inquiries, complaints and concerns.

**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 shoveling, 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, *and*
- One (1) year of general experience in maintenance, construction, or building trades, including customer service duties, mechanical aptitude and problem solving skills.
- Must obtain and maintain CPR and Industrial First Aid Certification within six (6) months of hire date.
- Must obtain and maintain Washington State Department of Transportation certification in flagging, traffic control and safety 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 B, including Medical certification at time of hire.
- Must pass a 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.*

Established: 7/98 AK

Revised: NWM/HR 7/04, HR/PW 1.05, PW/HR 10/08, HR 3/12, PW/HR 6/14, HR 12/14, HR 12/15

FLSA: Non-exempt

Salary Range: --

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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.