

CITY OF RICHARDSON

JOB TITLE: **MAINTENANCE HELPER II** APPROVED
DEPARTMENT: Public Services - Street
CLASS CODE: 06008 EFFECTIVE: 01/07/10
CIVIL SERVICE: NON-CIVIL SERVICE: X
COMPETITIVE: NON-COMPETITIVE: X
EXEMPT: NON-EXEMPT: X
FULL TIME: X PART TIME:

JOB SUMMARY:

Under supervision, perform manual labor and use tools and equipment required to maintain, repair, and construct street, drainage, and alley systems. Perform other related work as required.

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ESSENTIAL JOB FUNCTIONS:

Clean/wash, maintain, and service tools and equipment used in street, drainage, and alley maintenance, repair and construction. Participate in all phases of Street Division work. Load and unload materials and equipment, using appropriate safety precautions. Properly use hand saw, skill saw, chain saw, drill press, vibrator, bolt cutter, pick, ax, air compressor, jackhammer, cutting torch, and various weight hammers. Drive and operate trucks and other vehicles. Use good judgment to work safely and use equipment properly. Communicate courteously and effectively with other employees, supervisors, officials, and the public. Lift and/or carry up to 100 pounds of materials and tools; pull, push, and/or drag up to 150 pounds of materials and tools. Climb, crawl, kneel, squat, stoop and/or bend freely when working; work sitting and/or standing for extended periods of time. Hear clearly and communicate verbally when working with others in noisy situations. Read, understand, and follow written and verbal job instructions; read plans effectively. Write reports. Work in extreme temperatures, both winter and summer, at night and in daytime, in all types of weather. With proper safety precautions, work in dust, fumes, and loud noises that are routinely encountered in street and alley maintenance operations. Work hours call out for emergency situations when required.

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OTHER JOB FUNCTIONS:

As time allows, learn all functions of Street Division operations, including concrete and asphalt construction. Pick up trash and debris as needed.

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REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

High School Diploma or GED required. Texas Drivers License, Class C, required. Must obtain Texas Class A Commercial Drivers License within 180 days of hire.

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EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

One year of manual labor work experience required, preferably in a construction trade.