

# Functional Job Description

**Employer:** City of Hawarden **ID Number:**  
**Department/Division:** Street/Parks  
**Facility/Location:** 1150 Central Ave  
**Job Title:** Street Maintenance **Shift:** 8 hours  
**Reports To:** Director of Public Works  
**Job Summary:** Performs routine, skilled, manual, and maintenance work with city streets, alleys, vehicles, equipment, buildings, grounds, and parks.

## Essential Functions

1. Mows and trims grass on right of ways and parks; sprays for weeds and fertilizers; plants, trims, and removes trees and shrubs as needed.
2. Maintains and repairs streets and alleys including patching potholes and cracks, laying gravel, grading, and sweeping. Paints curbs and road markings.
3. Plows and shovels snow from City streets. Applies sand as needed.
4. Cleans and maintains curb, gutter, and storm sewer systems.
5. Maintains street signs.
6. Builds and repairs concrete as necessary.
7. Performs miscellaneous cleaning, maintenance, and repair work on City-owned buildings including park facilities, equipment, and shelters.
8. Completes service and maintenance of City vehicles and equipment.
9. Attends meetings and seminars to remain current on new information relating to all aspects of the job.
10. Cleans and Jets sewer distribution system as needed.
11. Remove dead trees from ROW's and all city owned facilities.
12. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City and the public.
13. Other duties as assigned in other departments.

Physical Demands	Description	Essential Function(s)
<b>Standing</b>	Stand for up to 7.5 hours per day.	1,2,3,4,5,6,7
<b>Walking</b>	Walk throughout various parks, fields, and grounds.	1,2,3,4,6,7
<b>Sitting</b>	Sit for up to 1 hour at a time to drive or operate equipment or while attending meetings.	1,2,3,9
<b>Lifting</b>	Lift up to 70-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 57 inches.	1,2,3,4,5,6,7,8
<b>Carrying</b>	Carry various equipment weighing up to 70 pounds up to 50 feet at a time.	1,2,3,4,6,7,8
<b>Pushing</b>	Push up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,6,7,8
<b>Pulling</b>	Pull up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,6,7,8
<b>Climbing</b>	Climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles, and utilize ladders and step stools.	1,2,3,5,7,8
<b>Bending</b>	Bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,2,7,8

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<b>Reaching</b>	Bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,2,7,8
<b>Gripping</b>	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,2,3,4,7,8
<b>Pinching</b>	Pinch up to 5 pounds bilaterally to handle small parts and tools.	1,2,7,8
<b>Low-level Work</b>	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.	1,2,4,6,7,8
<b>Above-Shoulder Work</b>	Lift up to a 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure the part, change light bulbs, etc.	1,5,7,8
<b>Hand Coordination</b>	Hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.	1,2,3,4,6,7,8

<b>Exposures</b>	
<b>Source</b>	<b>Description (level, duration, etc.)</b>
<b>Uneven/slippery surfaces</b>	Required to perform essential functions on slippery surfaces and uneven terrain.
<b>Weather</b>	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
<b>Electricity</b>	Exposure to energized, high-voltage power lines.
<b>Confined Spaces</b>	Required to perform essential functions in various confined spaces.
<b>Heights</b>	Required to perform essential functions at heights in excess of 30 feet.
<b>Noise</b>	Various equipment such as boring equipment, vacuum, landscaping equipment, etc.
<b>Chemicals</b>	Various toxic or caustic chemicals.

## Knowledge, Skills, and Abilities

- Working knowledge of tools, methods, operations, and materials used in public works maintenance.
- Ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, and manipulate tools and objects requiring manual dexterity.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and maintenance work.
- Skill in the operation of street equipment, public works equipment, and other vehicles.
- Ability to maintain equipment and vehicles, record information, and follow a preventive maintenance program.
- Working skill in building and grounds maintenance including carpentry, basic plumbing and electrical, painting and staining, etc.
- Ability to perform heavy manual labor, sometimes under adverse weather conditions.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions, work independently with minimal directions, and prioritize work.

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## Personal Protective Equipment (PPE)

- All PPE necessary to perform the essential job functions, including, but not limited to leather gloves, safety glasses, hard hat and high visibility vest.

## Licenses, Certifications, and Residency Requirements

- High school diploma or equivalent.
- Valid Iowa driver's license and ability to obtain further vehicle certifications including a class B CDL, based on requirements of the job.
- Be willing to obtain other licenses as needed or requested by the Director of Public Works.
- Primary residence must be established within 10 miles of Hawarden city limits within 90 days of hire and for the entirety of employment thereafter.

## Conditions of Employment: (for example)

- Pre-employment drug screen.
- Post-offer, pre-employment physical exam.
- Background investigation.
- Hepatitis B Vaccine within 90 days of employment.
- Enroll in DOT drug and alcohol testing program.

## Recommendations/Comments:

## Document History

Date	Description
10-21-2018	Original onsite analysis.

## Definition of Terms

Term	Definition
• <b>Essential Functions</b>	• Those tasks that meet the definition of “the reason the position exists.”
• <b>Marginal Functions</b>	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

# Functional Job Description

***Please read and sign:***

I have been provided a copy of this job description: \_\_\_\_\_

I have read and understand the job requirements as identified above: \_\_\_\_\_

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):

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