

Laborer/Driver Streets Division
Job Description

Performs routine manual maintenance and repair work on city streets, sidewalks, and rights-of-way. Operates various vehicles and equipment to ensure public areas are maintained in a clean, safe, and functional condition.

Essential Tasks (May include, but are not limited to the following):

1. **Street and Grounds Maintenance:** Repairs potholes and cracks in streets; maintains grass, trees, and weeds along rights-of-way; trims and prunes trees and hedges; rakes leaves; and assists with general landscaping duties.
2. **Debris and Waste Management:** Picks up papers, trash, and other debris from streets and public areas; operates equipment to collect and haul away brush, bulk items, and other waste.
3. **Sidewalk and Drainage Maintenance:** Sweeps and cleans sidewalks; clears storm drains and culverts to ensure proper water flow and prevent flooding.
4. **Signage and Pavement Marking:** Assists with the installation, repair, and cleaning of street signs; helps with pavement marking as needed.
5. **Equipment Operation:** Operates various City vehicles, including dump trucks, mowers, and other light and heavy equipment, for hauling materials, debris, and performing maintenance tasks.
6. **Vehicle and Equipment Care:** Performs routine maintenance and inspections on assigned vehicles and equipment, including checking oil, gas, and water levels, and reporting any needed repairs.
7. **Minor Repairs:** Performs minor carpentry and painting tasks on public facilities, as needed.
8. **Communication:** Assists in maintaining good communication between staff, visitors, and other business contacts. Must follow all rules of telephone courtesy in all telephone communications.
9. **On-Call & Emergency Response:** May be required to be on-call and respond to emergency calls related to street conditions or hazardous situations.
10. **Driving Requirement:** Will be required to drive a City vehicle for City business use.
11. **Other Duties:** Performs other duties as assigned.

Physical Requirements and Work Environment:

Work is performed inside and/or outside an office, stockroom, or warehouse. Work may be exposed to a variety of weather conditions and outdoor elements, such as: excessive dampness, chill, heat, humidity, intermittent noise, and inclement cold weather. Work may be exposed to a variety of environmental conditions, such as: unknown & dangerous conditions, unusual environmental stress, contagious infectious disease, irritating chemicals, life-threatening situations, dry atmosphere, solvents, dirt, grease,

oils, silica, asbestos, dust, constant noise, pneumatic vibration, fumes, smoke, gases, radiant/electrical energy, and slippery/uneven walking surfaces. Capable of working closely with others or alone, working long or irregular working hours, working shift work and/or weekends, working with protective devices, working below ground, working on ladders or scaffolding, working around moving objects or vehicles, working around machines with moving parts and objects, working with hands in water, traveling by car 50% of the time, and by van 20% of the time. Ability to operate a motor vehicle, office equipment, and mechanical equipment; Work requires light to heavy carrying and lifting (under 15 pounds up to 45 pounds and over), straight pulling, pulling hand over hand, simple grasping, dual simultaneous grasping, repeated bending, sitting, standing, pushing, crouching, crawling, twisting, kneeling, stooping, climbing stairs and ladders, walking, and reaching above shoulders. Ability to see, write, read, count, identify shade of colors, perceive depth, and hearing is needed to perform the essential functions of this job.

Minimum Qualifications:

1. High School Diploma or equivalent and at least one (1) year of experience as a laborer or maintenance worker with **general maintenance or landscaping skills** or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
 2. Valid **Texas Driver License***
 3. Must be able to establish and maintain effective working relationships with employees and the public, communicating clearly and courteously with others.
 4. Must be able to meet multiple deadlines and maintain confidential information.
 5. Must be able to remain calm in stressful situations.
-

Job Evaluation Manual:

This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer