



# CITY OF HOUSTON

P.O. Box 940027

Houston, Alaska 99694

(907) 892-6869

Fax (907)892-7677

## **PUBLIC WORKS ROAD MAINTENANCE ASSISTANT ON CALL - \$12.00/HOUR DOE**

### **I. BASIC FUNCTIONS:**

The employee occupying the position of this class performs general maintenance, repairs and construction on roads, and general maintenance and repairs on related public works facilities within the city.

### **II. DISTINGUISHING CHARACTERISTICS:**

The Road Maintenance Assistant maintains, repairs, and installs city street signs and pavement patching, crack sealing, removing downed trees and brush-cutting, street sweeping, snow plowing and similar road maintenance. Emphasis of activities will vary from season to season throughout the year.

#### **Supervision Received:**

Supervision is received from the Public Works Director who is lead person in charge of roads.

#### **Supervision Exercised:**

Supervision is not a responsibility of this class, but at times may be needed.

#### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed primarily out of doors, maintaining, and repairing city roads, and operating equipment over roads within various locations in the city. Work involves exposure to all types of weather conditions. Some work is performed in the city shop and office.

### **III. REPRESENTATIVE EXAMPLES OF WORK:**

- Installs street and other signs within the City of Houston.
- Assists in installing and repairing culverts.
- Repairs potholes in asphalt paved roads.
- Performs crack-sealing on asphalt roads in the spring and fall.
- Performs snow plowing services.

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Provides assistance as directed to ensure that maintenance needs are completed within the departments duties. Other maintenance needs such as: removing downed trees, unplugging culverts, brush-cutting, operating a bobcat, operate trucks, and other equipment as needed.

Performs related work as required.

**IV. KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of materials, methods and techniques commonly used in maintenance and repair of roads and related facilities.
- Knowledge of potential hazards and safety practices of the work, knowledge of state and federal safety rules and regulations in the use and operations of equipment and small power and hand tools.
- Ability to learn the City of Houston road maintenance system. Ability to read and interpret maps.
- Ability to safely operate equipment such as: chain saws, drills, patching and thawing units, street sweeper and to recognize and respond to hazardous situations and conditions.
- Ability to maintain work records.
- Ability to work independently within established guidelines.
- Ability to understand and follow technical printed and/or oral instructions
- Ability to obtain required certifications, as required by work assignments.
- Ability to work under strict deadlines.

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**V. GENERAL RECRUITING QUALIFICATIONS:**

Minimum: Two years working experience in the maintenance and repair of roads.

Must have a valid Alaska driver's license.

**VI. ADDITIONAL INFORMATION:**

**Tools and Equipment Used:**

One-ton Flatbed pickup truck with plow, street sweeper, auger machine, asphalt distributor, chain saw, other saws, shovels, post hole digging machine, crack sealing machine, various pumps, safety devices and other equipment and tools as required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands of this position requires working outdoors in all types of weather. This position requires driving a vehicle and operating equipment for long periods of time. The employee in this position may occasionally be required to lift objects up to seventy-five pounds.

The employee must be able to hear and respond to the public and have adequate vision to operate vehicles and equipment.

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In order to be considered for this position, please complete the employment application located on the [City of Houston](#) website via the "[Department](#)" tab. Include your current resume with the application and submit all documentation to:

Email: Jess Adams Treasurer/HR: [jadams@houston-ak.gov](mailto:jadams@houston-ak.gov)

Fax: Jess Adams (907) 892-7677

Mail: City of Houston, Attn: Jess Adams Treasurer/HR, PO Box 940027 Houston, AK 99694

Direct link: [Employment Application](#)