

## Job Description: Construction Specialist



**Department: Public Works**

**Classification: N/A**

**FLSA Status: Non-Exempt**

**Last Revised: February 2016**

### **Summary**

Assists with the maintenance, repair and improvement of the roads, community paths, stormwater system and other infrastructure of The Landings to ensure they stay clear of debris and allow unhampered flow of drain water and traffic.

### **Organizational Relationships**

This position reports directly to the Construction Manager and works on a team of technicians. Supports other TLA staff as needed on special projects or in times of heavy maintenance (i.e. Building and Grounds Maintenance and Environmental staff).

### **Primary Duties and Responsibilities**

1. Operates vehicles and heavy equipment (4x4 pickup truck, Street Sweeper, Jetter truck, dump truck, backhoe, loader and other specialty equipment) to:
  - Remove and repair asphalt and/or concrete areas as needed
  - Construct, paint or other duties associated with road/path maintenance
  - Prepare landscape for infrastructure upgrades and maintenance as needed
  - Clear roadways and storm drains of dirt and debris as needed
2. Performs manual clearing of ditches, drains, grounds and overgrowth of landscape for proper drainage as necessary
3. May operate other heavy equipment (ATV/UTV, Bucket truck) to assist with other Public Works projects as needed
4. Organizes proper tools and equipment to be used in order to minimize down time in the field.
5. Assists the Construction Manager in scheduling projects and ordering materials
6. Maintains tools and equipment to ensure they are in good working order.
7. Schedules daily work routes to meet departmental objectives for cycle time and efficiency.
8. Exemplifies personal safety to reduce the potential for accidents to include: use of proper personal protective equipment, following all TLA safety standards, proactively encouraging safe work behaviors in other team members, and reporting immediately all work-related accidents, incidents and near-misses.
9. Participates in cross functional teams for completion of projects in a timely manner, as well as special events and employee teams sponsored or co-sponsored by TLA.
10. Responds quickly to provide assistance in the event of natural disasters or severe weather events
11. Looks for opportunities to continuously improve the operations and quality of TLA, the Public Works department and his/her individual contributions on the job.
12. Understands the Vision and Mission of TLA and how his/her position impacts its success.
13. Understands Board approved Objectives, Goals, Strategies and Measures and appropriately directs daily duties to achieve these directives.
14. Performs other duties as directed.

### **Technology Requirements**

- Basic knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Intermediate knowledge/skill of TLA software such as TimeForce, Greenshades, etc.

- Basic knowledge of office machines and processes (i.e. copier).

**Key Knowledge, Skills, Abilities and Behavioral Characteristics Needed**

- Proficiency in operation of the following vehicles and heavy equipment as needed: 4x4 pickup truck, Street Sweeper, Jetter truck, dump truck, backhoe, loader and other specialty equipment
- Skills in the application of related maintenance, repair and construction techniques
- Skills in the use of pertinent hand and power tools such as a concrete saw, diaphragm pump, jack hammer, plate tamper and concrete mixers
- Ability to maintain accurate safety and operation records as well as documentation of work
- Knowledge of proper safety practices associated with job responsibilities
- Goal-oriented, with a high degree of initiative and the ability to work independently to solve problems and schedule/accomplish work efficiently and effectively
- Detail-oriented, with strong mechanical inclination for on-the-job troubleshooting
- Must be a strong team player with ability to listen and resolve conflicts effectively.

**Minimum Job requirements**

- Minimum of one year of applicable work experience in storm drain/road maintenance
- Basic experience in the operation of applicable heavy equipment
- Knowledge of basic hand and power tools
- Ability to work on nights, weekends, holidays and on call in emergency situations as needed
- A valid driver's license with insurability at normal risk rates
- High school diploma or equivalent

## Physical Requirements and Working Conditions

Physical Activity	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
Standing for sustained periods of time				X
Walking to accomplish tasks				X
Climbing stairs and ladders			X	
Reaching – extending hands and arms in any direction				X
Balancing - Maintaining body equilibrium to prevent falling while walking on uneven and/or slippery surfaces				X
Driving				X
Stooping			X	
Kneeling			X	
Crouching		X		
Crawling		X		
Pushing with steady force in forward, downward or upward motion			X	
Pulling to draw, haul or tug objects in a sustained motion		X		
Lifting from a lower to high position or moving objects horizontally from position to position		X		
Using fingers to pick, pinch, type			X	
Grasping with the fingers and palm				X
Feeling – perceiving size, shape, temperature or texture by touching with skin and fingertips				X
Talking				X
Hearing – receiving detailed information through oral communication with ability to discriminate sounds				X
Repetitive motion – substantial motions of the wrists, hands and/or fingers			X	

<b>Visual Acuity Requirements (color, depth perception and field vision)</b>	<b>Never</b>	<b>Occasionally (10-25%)</b>	<b>Frequently (26-70%)</b>	<b>Regularly &gt;70%</b>
Ability to utilize computers, and smartphones to enter/retrieve data and/or prepare documentation			X	
Visual acuity to operate motor vehicles				X
Ability to make detailed observations of people, facilities, structures and vehicles				X
<b>Lifting Requirements</b>	<b>Never</b>	<b>Occasionally (10-25%)</b>	<b>Frequently (26-70%)</b>	<b>Regularly &gt;70%</b>
0 - 10 pounds				X
10-20 pounds				X
30-50 pounds				X
50-100 pounds		X		
Over 100 pounds	X			
<b>Environmental Condition</b>	<b>Never</b>	<b>Occasionally (10-25%)</b>	<b>Frequently (26-70%)</b>	<b>Regularly &gt;70%</b>
Works around water				X
Subject to sun and outside cold/hot temperatures including wind and humidity				X
Subject to noise levels requiring worker to shout to be heard above ambient noise level			X	
Subject to vibration			X	
Works near moving mechanical parts or moving vehicles				X
Works in high, precarious places		X		
Works in close quarters, small enclosed rooms, crawl spaces, etc.		X		
Subject to fumes or airborne particles		X		
Subject to toxic or caustic chemicals		X		
Encounters wild animals		X		
Risk of electrical shock		X		
Other (write in) •				

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

This job description has been approved by:

\_\_\_\_\_ Date \_\_\_\_\_  
Public Works Director

\_\_\_\_\_ Date \_\_\_\_\_  
HR & Organizational Effectiveness Director

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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