

Street Maintenance I / Street Sweeper

The City of Huron has issued a Civil Service Call to fill an opening for

Level I Maintenance positions available for the City Street Department

- **Duties Include:** may perform work normally associated with custodial duties within the facilities and grounds of the Street Department; performs manual labor and semi-skilled work in the operation, repair, and maintenance of streets and rights-of-way; basic operations of light, medium and heavy equipment as assigned. Able to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50-75 pounds. This position also requires the operation and general maintenance of a street sweeper. May perform work in other departments and performs other duties as may be assigned.
- **Compensation:** \$17.73/hr
- **Benefits:** health insurance, life insurance, retirement plan, paid holidays, paid vacation & sick leave.
- **Education/Experience:** High School Diploma or GED Certification, some demonstrated work experience in the operation of equipment and road construction helpful. Must possess a valid South Dakota CDL Class A with N Endorsement within 60 calendar days of employment. .
- **Must reside within 5 miles of City Limits**
- **Application Packets Available:**
 - Online: www.huronsd.com, select "City of Huron" tab, then "City Employment"
 - City Finance Department, 239 Wisconsin Ave SW, 353-8505
 - S. D. Dept of Labor – Huron Office, 1000 18th Street SW, Suite 5, Huron, SD 57350

Deadline: Open Until Filled

City of Huron Job Description

JOB TITLE: Street Maintenance I, II, & III
DEPARTMENT: Street
ACCOUNTABLE TO: Superintendent/ Foreman

PRIMARY OBJECTIVE OF POSITION: Under general supervision, is responsible for performing manual and semi skilled tasks; operation and maintenance of equipment as assigned relating to street maintenance and snow removal. Work varies somewhat requiring individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS: Work is frequently performed in undesirable physical conditions of pollution, heat, cold, dampness, and a high noise level; duties involve physical work requiring lifting, frequently involving weights of up to 75#'s (greater with assistance), sitting, crawling, bending, stooping, crouching, kneeling, and climbing; may be exposed to hazards and chemicals; must possess a valid South Dakota CDL Class A License with N endorsement, or the ability to obtain within 60 calendar days of employment.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- **Street Maintenance I** - may perform work normally associated with custodial duties within the facilities and grounds of the Street Department; performs manual labor and semi-skilled work in the operation, repair, and maintenance of streets and rights-of-way; basic operations of light, medium and heavy equipment as assigned; haul tree branches and remove debris and other material from alleys and streets as deemed necessary; performs physical labor tasks, shovels, loads, and hauls gravel, repairs streets, and fencing; checks tires, oil, lubricant, water, air filters, lights, fuel, and makes minor repairs to equipment operated; maintains records of mileage, fuel and oil consumption, and inventory of vehicle equipment and maintenance items; work schedule hours and days may vary; may perform work in other departments and performs other duties as may be assigned.
- **Street Maintenance II** - in addition to performing the tasks of Maintenance I, frequently operates light, medium and heavy equipment to a moderate level of proficiency; assists with on-the-job training of Maintenance I position; has significant knowledge of street department procedures for repairing and maintaining streets and roads.
- **Street Maintenance III** - in addition to performing the tasks of Maintenance I & II, normally operates light, medium and heavy equipment to a high level of proficiency; assists with on-the-job training of Maintenance I and II positions. Has thorough knowledge in street operations and procedures; coordinates operation and maintenance of all aspects of street maintenance including asphalt repair, patching, sealing, overlay and crack filling, and grading gravel roads, and operates oil distributor for chip sealing operation.

JOB TITLE: Street Maintenance I, II, & III (continued)

- **All Maintenance** - work schedule hours and days may vary; may attend training, workshops, and seminars as appropriate; may perform work in other departments as needed and performs other duties as may be assigned; Prepares minimal records of own activities; contacts with others is incidental to the performance of duties requiring common courtesy and relaying of information; work performed requires care and use of proper safety equipment and following established safety procedures to prevent injury. May serve as lead worker for a crew.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: **Street Maintenance III** may supervise the work of others.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENT: Graduation from High School or GED Certificate. **Street Maintenance I** - some demonstrated work experience in the operation of equipment and road construction helpful. Must possess a valid South Dakota CDL Class A with N Endorsement within 60 calendar days of employment. **Street Maintenance II** – Two (2) years work experience in the operation and maintenance of equipment and road construction. **Street Maintenance III** – Four (4) years work experience in the operation and maintenance of equipment and road construction. **All Maintenance** must possess a valid South Dakota CDL Class A License with N Endorsement.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Operates and maintains equipment as related to street maintenance and snow removal as assigned;

Performs routine maintenance and repairs on assigned equipment;

Haul tree branches and remove debris and other material from alleys and streets as deemed necessary;

Performs physical labor tasks, shovels, loads, and hauls gravel, repairs streets, and fencing;

Follows all applicable safety procedures, uses proper safety equipment, and operates assigned equipment in a safe manner;

May perform work in other departments as needed and performs such other duties as may be assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

CITY OF HURON BENEFIT SUMMARY

as of 1/1/2020

This is an AFSCME eligible position and there is a 1040 hour probationary period.

Sick Leave:

- Employees accrues 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

Vacation Time:

- a. Group 1 - 0 – 6 years, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- b. Group 2 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- c. Group 3 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- d. All vacation accrues during the employee's first 6 months and is usable immediately following 1040 regular work hours.
- e. Maximum accrual is 200 hours.

Retirement: The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee's contribution rate is 6% of gross salary and the city matches this amount which forms the employee's retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

Health Insurance: The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a \$2500 traditional plan deductible or \$4,000 deductible Health Savings Account. On the \$2,500 deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of \$4,500 out of pocket for single. Each family unit shall be subject to no more than two (2) deductibles or \$5,000 and maximum out of pocket of \$9,000. The \$2500 deductible plan provides a prescription drug benefit of \$12.00, \$35.00, \$50.00 co-pay for a 30 day supply with a \$50.00 deductible per member per year which is waived for generics. The \$4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost \$2500 plan is \$866.04 per month. Family cost H.S.A. is \$807.50 per month.

Supplemental Insurance: The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

Term Life: \$25,000.00 Term Life is available. The city pays 50% of the premium.