CITY OF RICHLAND

CLASSIFICATION TITLE:	JOB #	AFFILIATION:
MAINTENANCE CRAFTSWORKER II (STREETS)	JP-0236	Affiliated (IUOE)
REPORTS TO:	**PAY GRADE:**	**FLSA STATUS:**
STREETS SUPERVISOR	Per CBA	Non-Exempt

GENERAL SUMMARY:

Performs a variety of skilled work in the construction and maintenance of City streets, roads, shoulders, trails, sidewalks, and railroad facilities; makes and installs traffic signs and pavement markings and striping. Subject to work after hours and weekends as required. Safely performs all job functions.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Trains, directs, oversees and provides guidance to assigned entry-level staff executing ongoing maintenance programs and special projects in the division.
- Completes street and railroad construction and maintenance work, and performs daily maintenance of, pavement marking equipment, traffic sign making equipment, asphalt patch truck, dump trucks, sanders, snowplows, liquid anti-icer tanks, water tanker, pavement markings removal equipment, air compressors, asphalt distributor, asphalt paving machine, asphalt milling machine, asphalt rollers, asphalt crack sealer equipment, equipment trailers, and other street related hand and power tools and railroad maintenance tools.
- Contributes to the planning and documentation of assigned work, including estimating material procurement and inventory needs and completing hard copy and electronic records of completed work.
- Plans, lays out, forms, pours and finishes concrete in compliance with ADA and other engineering standards.
- Performs railroad track and switch maintenance duties including lubricating and adjusting switches, moving insulated joint bars, replacing rail and tightening bolts, driving spikes, replacing ties, fixing wire bonds, and other basic maintenance duties (removal of sand and debris, grooming rocks, checking and resetting at-grade crossing equipment, asphalt and concrete surface maintenance at at-grade crossings, etc.)
- Prepares traffic control plans; performs traffic control functions, to include set-up and tear down of proper traffic control devices and flagging of work zones.

- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- MUTCD regulations and guidelines.
- Street maintenance, traffic signage and pavement markings procedures and practices.
- Proper tools and equipment required for performance of duties including stripers, wackers/plate compactors, skid steer, backhoe, front loader, dump trucks, tankers, and snow removal equipment including deicers, crack sealers.
- Applicable health and safety policy, procedures and practices.

Skills and abilities to:

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Follow safety and health regulations.
- Operate patch truck, dump trucks, sanders, snowplows, liquid de-ice tanks, water tanker, crack sealers, concrete/asphalt saws/grinders, air compressors, asphalt distributor and other street related power tools.
- Work independently and/or lead a small work group on an assigned maintenance activity.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Participate in after hours on-call phone rotation.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED.
- Four (4) years of increasingly responsible experience in streets construction and/or maintenance area(s), or closely related experience.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Class "A" CDL with tanker endorsement upon hire date and maintain throughout employment.
- Railway Worker Protection Certificate upon hire date and maintain throughout employment.
- Must obtain American Traffic Safety Services Association (ATSSA), or acceptable equivalent, Traffic Control Supervisor Certification within twelve (12) months of hire and maintain throughout employment.
- Must obtain American Public Works Association Winter Maintenance Operator Certificate within twelve (12) months of hire and maintain throughout employment.
- Valid Flagger's Card upon hire date and maintain throughout employment.
- Must obtain National Commission for the Certification of Crane Operators (NCCCO) "Service Truck Crane Operator" (STC) certification within eighteen (18) months of hire and maintain through employment.
- Obtain Signal Person and Rigger Certification within eighteen (18) months of hire and maintain through employment.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of

people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work areas may be dirty and strewn with construction debris. Employees will encounter dust, noise and fumes typically associated with construction or maintenance work.
- Employees may work above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on what types of duties are involved.
- Will be exposed to moving heavy equipment, mechanical parts and vehicles within a construction or maintenance site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the shop or other assigned locations.
- Must be available to participate in after hours on-call phone rotation.
- Operate a motorized vehicle, or heavy equipment which may include during inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to stand, walk and bend for extended periods of time, sit, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces and ability to climb ladders.
- Ability to walk through construction or maintenance sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 60 lbs. on a daily basis and up to 90 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.

- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: ***(For Archive)***

Larry Paulsen 7/1/2026

Human Resources Director **Date**

7/2/2026

Department Director **Date**

7/6/2026

City Manager or Authorized Designee **Date**