

POSITION DESCRIPTION

Position Title: **Concrete Maintenance Technician II**
Department: Public Works
Division: Sidewalks/Curbs
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: December 1, 2025

GENERAL PURPOSE

Under general supervision, performs semi-skilled tasks involving sidewalk/curb inspections and maintenance and repair of sidewalks and curbs throughout the City.

SUPERVISION RECEIVED

Works under the direct supervision of the Operations Superintendent.

SUPERVISION EXERCISED

Exercises direct supervision over the Concrete Maintenance Technician I.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Works with the Operations Superintendent to develop short and long range plans, prioritize sidewalk and curb replacements, establish annual work goals and associated work plans. Assists in projecting needs for equipment, materials, and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
- Conducts various analyses and inspections to determine the most cost-effective means of maintenance, repair or replacement. Determines, calculates, and secures the appropriate materials and supplies for specific projects. Makes recommendations to the Operations Superintendent concerning the use of materials and work methods.
- Directs work of the Sidewalk and Curb Maintenance Technician 1; lays out daily work schedules and assigns tasks and coordinates and participates in the completion of the same.
- Supervises, trains, motivates, and evaluates assigned personnel; completes formal and informal performance reviews; provide management, supervision and direction, including delegating and assigning projects and tasks; identify, provide and/or coordinate staff training and development; work with employees to correct deficiencies. Enforces policies, regulations, and safety and health standards.
- Performs skilled, semi-skilled and general labor tasks while completing assigned daily duties.
- Performs concrete work including demolition, forming and finishing of sidewalks and curbs. This includes brick and concrete crosswalks in downtown.
- Operates trucks and construction power equipment such as, skid steer, loader, backhoe, dump truck (and snow plows), air compressor, pneumatic hammers, portable electrical generator.
- Performs preventative maintenance and inspection of all assigned equipment; troubleshoot equipment malfunction and repairs.
- Reports deficiencies for repairs beyond operational capabilities to supervisor immediately.
- Maintains accountability and control of all assigned equipment.
- Maintains a variety of records relating to inspections, maintenance activity, repair activity, work completed, etc.
- Sets up and maintains traffic control at work sites in accordance with established work zone control safety standards.
- Assist with snow and ice control and storm damage recovery duties when needed.
- Must be able to work and problem solve independently.

- Maintain and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies.
- Perform other duties as assigned.

PERIPHERAL DUTIES

- Must deal tactfully and courteously with the general public and fellow employees.
- May serve as a member of various employee committees as assigned.
- May assist other Public Works divisions with various job duties when needed.

MINIMUM QUALIFICATIONS

- A. Must be at least 18 years of age at time of hire; and
- B. Graduation from high school or GED equivalent; and
- B. A minimum of 3 years of experience in concrete finishing work to include operation of light/heavy equipment; and
- C. One year of experience with supervisory skills; and
- D. Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of basic techniques utilized in concrete work, construction practices and procedures including the proper use of tools and equipment. Basic knowledge of light to heavy-equipment operating principles; Working knowledge of the hazard and safety precautions common to light to heavy equipment operations; Working knowledge of the materials and tools used in concrete work.
- B. Working knowledge of Work Zone Safety Procedures in accordance with the Federal Manual of Uniform Traffic Control Devices (MUTCD), State and City requirements.
- C. Skill in safe operation and maintenance of listed equipment and tools.
- D. Ability to work with masonry and concrete repair procedure and techniques; Ability to estimate quantities of material(s) needed; Ability to read & comprehend construction drawings.
- E. Ability to withstand prolong exposure to variable weather conditions; Ability to perform manual tasks involving physical strength (lifting up to 80 pounds) and endurance under variable weather conditions ranging from extreme cold to extreme heat.
- F. Ability to supervise, motivate and effectively utilize assigned personnel. Ability to work independently and to complete daily activities according to work schedule.
- G. Ability to read and comprehend written instructions to include understanding oral instructions; Ability to effectively communicate with supervisor and/or contractors; Ability to develop and maintain effective working relationships with the general public, department personnel, and other City employees; Ability to read, write and comprehend the English language.

SPECIAL REQUIREMENTS

- Subject to immediate call outs during snow, storm or other emergencies.
- Must comply with City's established on-call response timeframe (40 minutes) within 90 days of hire.
- Must obtain Class A CDL with air brake certification with one (1) year of hire and maintain for duration of employment.
- Must obtain First Aid/CPR/AED Certification within 6 months of hire date and maintain for duration of employment.
- Must obtain Flagger Certification within 12 months of hire date and maintain for duration of employment.
- Must obtain certification in Temporary Traffic Control within 12 months of hire date and maintain for duration of employment.
- Must attend Snow/Ice Workshop or 8 hours of training on applicable subject matter annually.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, dump truck, pickup truck, utility truck, snow plow and snow removal equipment, back hoe, steer skid loader, front end loader, Mini-excavator; concrete saws, concrete mixer, compressors, generators, hand and power tools, pneumatic tools, shovels; mobile radio and phone; personal computer, including word processing, spreadsheet and data base software; printer; copy machine; scanner.

PHYSICAL DAMANDS

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee frequently is required to stand and talk to hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to hot, cold, wet and/or humid conditions and vibration. The employee occasionally is exposed to fumes or airborne particles, or toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences, testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only 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 position description does not constitute as employment between the employer and employee and is subject to change by the employee as the needs of the employer and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date