



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

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## TRAFFIC MAINTENANCE WORKER PUBLIC WORKS DEPARTMENT

**POSTING DATE:** February 25, 2015  
**RATE OF PAY:** \$19.0112/ hr  
**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** March 10, 2015  
**POSITION STATUS:** Regular Full Time  
**CLASSIFICATION GRADE:** 14  
**UNION:** AFSCME

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for painting road markings, snow removal, and installation of signs, as well as the installation, maintenance and repair of parking meters. In addition this position is responsible for assisting in all Right of Way (ROW) operations as needed.

#### **Essential Job Functions:**

- Paint crosswalks, arrows, stop bars, school legends, railroad legends, and only's.
- Maintain paint machine and all associated products.
- Plow snow as part of the City's Snow Fighting Program.
- Operate manual and motorized snow removal equipment.
- Install, maintain and repair all parking meters throughout the City of Burlington.
- Collect, record and deposit all meter revenue on a daily basis.
- Produce report for all meters and pay stations collected from to include type of meter/pay station, (i.e. 1hour, 2hour etc.), route, time of deposit, and person collecting.
- Assist in the lay-out and spacing of proposed meters.
- Maintain and keep up-to-date records on the Meter Master List.
- Repair and maintain all City parking lot pay stations and entry/exit gates.
- Collect, record and deposit pay station revenue as needed.
- Assist in the installation, repair and removal all traffic signs City-wide.
- Assist in the installation of all roadway and parking lot pavement markings.
- Assist other ROW work teams when needed.
- Gather asset information for the various categories of infrastructures, signs, hydrants, making use of hand-held computer and GPS receiver.
- Act as "Ambassador" for the City, carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- May be required to be on call.

#### **Qualifications /Basic Job Requirements:**

- High school diploma or GED and two years of experience working with and repairing small mechanical devices or other related field required.
- Ability to obtain a valid Vermont State CDL Class B Driver's License within 6 months of employment. Ability to interact with co-workers and the general public in a courteous and professional manner.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Demonstrate honesty, integrity, and ethical behavior at all times.
- Ability to learn and use information and knowledge for all new technological changes in the parking meter, pay station, industry.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to maintain professional appearance while engaging in field work, by refraining from any use of profanity, inappropriate language, or inappropriate behavior required.
- Ability to operate snow plowing equipment using front plow and salting unit, and wing plow.
- Ability to operate rotary and jack hammers, scarifiers, and other mechanical equipment.
- Ability to operate Bob-Cat, bucket loader and sidewalk plow.
- Ability to manually lift and operate 45 pound post driver for installation of 12 foot sign poles.
- Ability to lift and carry 75 lbs. with assistance required.
- Ability to obtain appropriate certification of completion for all classes and trainings attended as required to maintain department equipment.
- Must be able to work nights, weekends and holidays as required.
- Familiarity with traffic control procedures preferred.
- Ability to lay out parking spaces preferred.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.