



JOB DESCRIPTION: Maintenance Worker

JOB TYPE: Full Time

PAY RANGE: \$9.00 - \$15.00

FLSA: Non-Exempt

CATEGORY: Laborer

JOB TITLE: Maintenance Worker

OBJECTIVE: Overall general city maintenance for streets and utility department.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Director of Utilities
2. Directs: None
3. Other: Mayor, City Secretary, Utility Clerk and the General Public.

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs wide variety of general maintenance activities and functions including installing, maintaining and repairing concrete, asphalt, drainage, water pipes and sewer pipes; and to provide support to the public and Utility departments; and performs other related work as assigned.

Essential Job Functions:

1. Operate a variety of equipment including trucks, air compressors, rollers, mud-jack, tar pots, concrete mixers, concrete saw, circular and quickie saws, jackhammers, electric drills, water pumps, and other similar equipment and machinery in repairing and installing concrete, asphalt and drainage structures, water and wastewater pipes and appurtenances in various weather conditions
2. Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
3. Provide support to assist Utility staff in the completion of their duties and responsibilities as assigned.
4. Inspect and restore equipment fluid levels including oil, fuel, water and transmission fluid; lubricate equipment as needed; report the need for repairs.
5. Assist with excavation projects by using manual labor.
6. Maintain safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.
7. Assist repairs of variety water and drainage piping for water distribution including fire hydrants, pipes, valves and service connections; drain water from project site as necessary.
8. Assist in inspection of control infiltration problems related to the sewer system; perform preventative maintenance and repair of sewer mains; repair sanitary sewer manholes as needed.
9. Prepare site location including placing barricades and warning signs for safety; build, paint and repair barricades as necessary.

10. Assist in installation of signs and markings
11. Participate in the maintenance and repair of water and wastewater mains and lines.
12. Assist in installation, maintain, excavate, repair, replace, backfill and locate water and wastewater infrastructure.
13. Backfill all excavated areas.
14. Respond to emergency service calls after hours as required. The employee may be required to work overtime or comp time with little, or no notice at any hour or day of the year, as needed.
15. Assist with repairs or replacement of water meters; replace valves and couplings.
16. Provide traffic control at work sites to ensure a safe working environment. Places and gathers cones, flags, set out traffic signs, etc.
17. Complete paperwork, forms, and work orders for assigned duties.
18. Assist in the basic operation, inspection and maintenance of a variety of vehicles and heavy equipment.
19. Assist in the set up, operation, and maintenance of a variety of safety-related equipment according the City safety procedures.
20. Perform labor intensive work and other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, that the essential functions of the job can be performed.
2. Use and purpose of general construction and maintenance tools and equipment.
3. Skill in the use of such tools as a backhoe, sewer jet, chop saw and various hand tools.
4. Skill in the construction, maintenance, and repair of water and sewer lines and mains.
5. Skill in oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING:

1. Must be at least 18 years of age.
2. Must be able to pass a drug and extensive background check.
3. High school diploma/GED or equivalent work experience.
4. Ability to read, write and perform basic mathematical calculations.
5. Six month general maintenance experience.
6. Possession of a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
7. Require a class "D" Ground Water License from TCEQ or obtain within 6 months of hire date.