

City of Johnson City, Texas
Public Works & Parks Maintenance / Utility Operator Job Description

Job Title: Public Works & Parks Maintenance / Utility Operator
Department: Public Works
FLSA: Non-exempt (hourly)

Summary of Position

Under the general direction of the Public Works Director, performs a variety of manual labor tasks in the operation, maintenance, and repair of municipal rights-of-way, streets, buildings, grounds, park facilities and other public properties, and public water / wastewater utilities, all in compliance with Federal, State, and Local regulations. Responsible for performing other tasks, as assigned. Must be able to pass a background check and drug test.

Organizational Relationships

Uses tact, diplomacy, and a positive attitude in all internal and external communications, whether verbal or non-verbal.

Reports to: Public Works Director or supervisor responsible for area of assignment.
Directs: This is a non-supervisory position.
Other: Has frequent contact with City employees, officials, and the public.

Essential Duties and Responsibilities

- Public Works / Parks and Recreation
 - Maintains all Municipal rights-of-way, streets, buildings, grounds, park facilities and other public properties.
 - Performs mowing, weeding, tree and brush trimming, and vegetation planting and removal. Installs, maintains, and repairs irrigation systems.
 - May handle and/or apply hazardous materials, including fertilizers, herbicides, and other lawn and garden chemicals, in accordance with Federal, State, and Local regulations.
 - Installs traffic signage, cones, and barricades.
 - Performs basic carpentry and related functions.
 - Follows all safety rules and procedures established for work areas.
 - Maintains work areas in a clean and orderly manner.

- Utilities
 - Maintains and assists in completing facility repairs and improvements to water / wastewater infrastructure.
 - May collect water / wastewater samples for testing purposes.

- May conduct calibration tests on water / wastewater monitoring equipment.
 - May maintain logs and records required by regulations for water / wastewater flow, treatment, and pump station operations and maintenance.
 - May read and record monitoring devices and residential and commercial water meters.
 - May determine consistency of meter readings and reports unusual cases to supervisor.
 - Detects unauthorized connections or meter tampering and reports irregularities to supervisor.
 - Installs and discontinues water / wastewater services.
 - Responds to and resolves customer requests, complaints, and inquiries.
 - Follows all safety rules and procedures established for work areas.
 - Maintains work areas in a clean and orderly manner.
- Operates motor vehicles, hand and power tools, and light to heavy equipment.
 - Performs other tasks, as assigned.

Required Knowledge, Skills, and Abilities

Communication: Communicates clearly and concisely, both orally and in writing.

Reading: Reads and comprehends procedure manuals, reports, memos, and regulations.

Writing: Writes accurate and coherent reports.

Math: Performs basic math.

Reasoning: Analyzes situations and adopts a quick, effective, and reasonable course of action.

Working knowledge of:

Safe use and maintenance of vehicles, including light, medium, and heavy machinery, tools, and equipment.

Construction.

Occupational hazards and safety standards.

Personal computers, copy and fax machines, and other typical office equipment.

Grounds maintenance, use of fertilizers and sprays, irrigation systems and controllers, et cetera.

Pumps and pumping, water / wastewater sampling, and safety and biohazards associated with water / wastewater treatment.

Principles, methods, materials, and equipment used in water / wastewater treatment processes, operations, and maintenance.

General operational characteristics of water meters.

Ability to:

Read, write, and comprehend the English language.

Understand and follow written and oral directions and City Policies and Procedures.

Perform manual labor in all weather conditions.

Work independently.
Meet the City's driving standards.
Meet the physical demands of the position.
Learn the methods, techniques, tools, equipment, and materials used in the repair and installation of water / wastewater infrastructure.
Identify and repair water / wastewater irregularities and recommend how they can be corrected.

Skills:

Dealing with public in courteous manner.
Problem solving and conflict mediation.
Reading and transferring digits accurately.

Physical Requirements

Essential responsibilities and duties require maintaining a good physical condition necessary for sitting and standing for prolonged periods of time, moderate lifting and carrying of up to 75 pounds, finger and manual dexterity; ability to distinguish colors; good vision for close and far distances; have ability to hear with no difficulty; and be able to speak clearly and be understood. Subject to bending, reaching, kneeling, and lifting. Maintains mental capacity that permits making sound decisions and judgments.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable Experience and Training

High school graduate, or its equivalent, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Two (2) years of work experience in public works or related field preferred.

Certificates / Licenses:

- Valid Texas Driver's License required. Class "B" Texas Driver's License or ability to obtain one within six (6) months of hire date preferred.
- Herbicides certification or ability to obtain one within six (6) months of hire date preferred.
- Possession of a Water / Wastewater Operators Certification or ability to obtain one within six (6) months of hire date preferred.

Environmental Factors and Safety Hazards

Work is performed primarily outdoors in all kinds of weather, exposing the employee to inclement weather and related hazards. Exposure to air contaminants, confined workspaces, dirt, temperature extremes, wildlife, noises, toxic materials, vibrations, fumes, chemicals, dust,

hazardous materials, bacteria, air- and water-borne pathogens, and infectious diseases typically encountered in public works, utility, or related fields.

Work Hours

Monday – Friday, 8:00 a.m. to 5:00 p.m. Alternative work schedules and hours may be directed and approved by the Public Works Director.

Position is subject to working overtime, on weekends, before or after business hours, during emergencies, and on-call rotation. Position is subject to a 30-minute response time.

THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANY TIME WITHOUT NOTICE.

THE CITY OF JOHNSON CITY IS AN EQUAL OPPORTUNITY EMPLOYER.