



## Job Announcement Maintenance Worker

<b>Department:</b>	Public Works	<b>Posted:</b>	December 14, 2022
<b>Position:</b>	Maintenance Worker	<b>Closed:</b>	Open Until Filled
<b>Salary:</b>	\$10.50	<b>Classification:</b>	Full-Time

### Job Summary:

The Maintenance Worker's responsibility is to perform routine and extensive range of work in the repair and general maintenance of facilities, buildings, city roadway systems, storm and drainage systems, sidewalks, and other miscellaneous related items within the guidelines of departmental rules and safety procedures. Position operates a variety of equipment such as concrete mixers, asphalt spreaders, small excavation equipment etc.

### Essential Duties: (include but are not limited to the following)

- Maintains a high standard of safety, conduct, and job performance.
- Performs paving operations.
- Sets up traffic safety and control at work sites.
- Performs concrete and drainage repair.
- Performs repair or general maintenance work of facilities, buildings, grounds, and equipment at various sites including electrical, carpentry, plumbing, masonry, and painting tasks.
- Repairs and treats structures such as showers, floors, sinks, walls, carpets, and roofs as needed.
- Performs minor repairs, troubleshooting, and adjustment of locks on cabinets, locks, closets, and desks.
- Repairs door hinges, changing filters on ventilating, heating, and air conditioning units.
- Services kitchen, appliances, and emergency equipment.
- Reports any issues to supervisor or higher-level employee.
- Assists in moving and transporting of furniture and equipment.
- Cleans and lubricates equipment.
- Readies and puts away tools as assigned.
- Closely follows directions to operate powered tools and equipment.
- Loads and unloads materials and equipment.
- Cuts grass using a push, power, tractor mower, or power trimmer.

- Assist in maintaining the parks and emptying trash cans around the City; and
- Assists with City event set up as directed by supervisor.

### **Other Duties:**

The public works department provides a vast spectrum of services including maintenance services for:

- City Streets.
- Facilities.
- Fleet Vehicles.
- Parks.
- Capital Infrastructure Improvements.
- Street Beautification.
- Streetlights; and
- Buildings

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

### **Minimum Qualifications**

High School diploma or GED preferred. Previous experience preferred. Ability to assist in organizing. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationship with employees, organization, school, and the general public. Possess or ability to obtain a Texas Driver's License.

### **Employment Benefits**

This position offers full benefits such as vacation, sick, and retirement. The City offers health insurance and participates in the Texas Municipal Retirement System (TMRS) with a 5% employee contribution and a 1:1 matching city contribution with five-year vesting.

### **Application Process**

Apply through the City Website at [www.cityofpalmview.com/job-opportunities/](http://www.cityofpalmview.com/job-opportunities/) or by applying in person.

For more information call us at: (956) 432-0349 the City of Palmview is an Affirmative Action/Equal Opportunity Employer.