



City of Big Sandy

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PUBLIC WORKS MAINTENANCE WORKER I

JOB DESCRIPTION & PERFORMANCE REQUIREMENTS

Position Title:	Public Works Maintenance Worker I
FSLA:	Full-time, Non-Exempt
Pay Range:	(D.O.E.)

Job Summary: The Public Works Maintenance Worker I performs basic and semi-skilled work as related to the operation and maintenance of the City's public works (streets, parks and street maintenance, utilities [sanitation, wastewater and water] under the direction of the Public Works Director. This position performs any combination of laboring, equipment operation, semi-skilled building and may be assigned to multiple sections within the maintenance and repair of the water and wastewater distribution system, streets, and property of the City. Supervision is not a normal responsibility of this position, but this position may give direction to other employees on specific assignments and may be required to work variable shifts.

Essential Duties and Responsibilities:

- Perform all duties as assigned and required. A typical day may include:
 - Operate pipeline clearing equipment, perform pump station maintenance, confined space entry, clean storm drainage facilities, assist with pipeline inspection, perform landscape maintenance, clean treatment beds at the wastewater treatment plant, repair lines, inspect equipment, load and unload materials, shovel/lay asphalt, shovel dirt, repair water/sewer lines, clean and fuel equipment.
- Practice safety rules and accident prevention measures, including setting up work zones and proper use of safety equipment at all times.
- Load, drive, and unload vehicles in transporting tools, materials, and equipment.
- Assist in the operation of, and occasionally operates equipment.
- Document a variety of work logs, maps, and recordkeeping.
- Operate, maintain, inspect, troubleshoot and perform minor repairs of various equipment including hand and mechanical tools and motorized equipment.
- Perform emergency services during adverse weather conditions, which may include: removing debris, making repairs, high water response, etc.
- Respond to after-hours calls and provide emergency response to Public Works issues as needed.
- Comply with the City of Big Sandy Personnel Policies, including arriving at work on time, maintaining a reliable level of attendance and following an assigned work schedule.
- Effectively and courteously communicate with the public, employees and elected officials in person, on the telephone, and in writing.
- Maintain confidentiality of all records and information.
- Operate a computer terminal and printer to compile, enter, modify, record and retrieve a wide variety of documents, reports, records, letters and other material.

Minimum Requirements:

- High school diploma or equivalent.
- One year general maintenance experience.
- Valid Texas Class C Driver's License.
- Successfully pass a background check including criminal history, motor vehicle record and a pre-employment drug screen.
- Competency with computers, including programs such as Microsoft Excel, Outlook, and Word.

Competencies:

If hired, your job performance will be evaluated based on five competencies:

- 1) Job Performance; 2) Integrity; 3) Work Ethic; 4) Customer Service; and 5) Teamwork

Skills:

- Possess a working knowledge of English, both speaking and writing, including spelling and grammar
- Ability to be alert, pleasant, have good communication skills, and develop effective working relationships with the public, co-workers and elected officials
- Ability to retain information confidentially and securely, and follow procedures
- Ability to maintain accurate record keeping, organization and maintenance of files
- Learn and correctly interpret and apply the laws, codes, policies and procedures related to all city operations
- Understand and carry out oral and written instructions
- Ability to perform work under minimal supervision
- Effectively meet deadlines

Work Environment:

The physical demands and the work environment described are representative of those that must be met by the Public Works Department Director to successfully perform the essential functions of this job. The work environment is primarily outdoors with moderate exposure to unusual elements such as extreme temperatures, dirt, dust, and/or loud noise but occasionally will be in a climate-controlled office. This work environment also involves occasional exposure to hazards or physical risk.

PHYSICAL DEMANDS include the following on a frequent basis:

1. Ability to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk and sit.
2. Bending, climbing, kneeling, reaching, sitting, squatting, standing, talking, walking, hearing/listening, seeing/observing, and performing repetitive motions.
3. Lifting up to 100 pounds.
4. Specific vision abilities: close, distance, and peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS may include: working closely with others as a member of the team. Time pressures, performing multiple tasks as well as frequent changing of tasks, maintaining composure when dealing with unhappy customers and working under distractions (telephone calls and other disturbances). Travel, attendance at meetings, and work outside normal business hours may be required.

DISCLAIMERS: This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not an employment agreement or contract. The City of Big Sandy has the exclusive right to change this job description at any time without notice.

The City of Big Sandy is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Big Sandy will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. **A criminal history, driver's license check and drug test are required for employment.**