

CITY OF TERRELL

MAINTENANCE WORKER

DEFINITION

To perform a variety of technical repair, construction and/or maintenance of City infrastructure and facilities; and to perform related activities as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Foreman.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS—*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

When assigned to Parks:

1. Perform a wide variety of repair and maintenance work on city-owned and operated athletic fields, playground equipment, tennis courts and the swimming pool.
2. Maintain all landscaping, flower beds, hedges and lawns of assigned parks and fields; mow grass; trim trees and shrubbery; remove weeds.
3. Clean and maintain all public restroom facilities in city-operated parks; ensure that proper levels of sanitation are met.
4. Haul equipment, supplies and other materials to and from job sites as needed and assigned using department vehicle.
5. Sweep and clean assigned sidewalks in the downtown area.

When assigned to Streets:

1. Perform a variety of semi-skilled labor for the repair, construction and maintenance of city streets, including repairing potholes, shoveling rocks, applying seal coat to streets and spreading asphalt.
2. Ensure that all tile is clean and free of debris.
3. Haul gravel from site to site and to different locations within each site as needed.

4. Operate a variety of equipment and machinery.
5. Set up and remove traffic barricades, safety cones and warning signs as needed.
6. Complete and submit related reports each day concerning work performed.
7. Trim trees and mow rights-of way and grass areas around signs as needed; load and dispose of brush and related debris.
8. Ensure that department equipment and machinery is in good working order; lubricate working parts as needed; replace brooms and other accessories as needed; replace flats as needed.
9. Repair utility cuts into streets as needed.
10. Clean and maintain the garage area.

When assigned to Water/Wastewater:

1. Perform a variety of maintenance and repair work on water mains, service lines, water meters and fire hydrants, including repairing leaks.
2. Perform a variety of technical tasks associated with installing water and sewer taps and laying new water and sewer lines.
3. Haul supplies, equipment and materials to and from job sites using a dump truck.
4. Operate a backhoe to load the dump truck with sand, rocks or other materials.
5. Assist in operating the jet truck to maintain and/or remove obstructions from city sewer lines.

Marginal Functions:

1. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

When assigned to Parks:

Principles and procedures of swimming pool maintenance.
Principles and procedures of horticultural maintenance.
Principles of sanitation.

When assigned to Streets:

Principles and procedures of street repair, construction and maintenance, including repairing potholes, applying seal coat to streets and spreading asphalt.

Principles and procedures of operating a street sweeper, rubber tire loader, track loader, steel wheel and dump truck.

Principles and procedures of traffic control and safety.

When assigned to Water/Wastewater:

Principles and procedures of installing water and sewer taps.

Principles and procedures of maintenance and repair relative to water mains, service lines, water meters and fire hydrants.

Principles of operating a jet truck, dump truck and a backhoe.

(All):

Operations, services and activities of assigned municipal department.

General departmental policies and regulations.

Proper techniques and uses of a variety of hand tools and power tools.

Proper usage of a variety of equipment and/or vehicles relative to assigned area of responsibility.

Occupational hazards and standard safety practices.

Pertinent federal, state and local laws, codes and ordinances.

Ability to:

When assigned to Parks:

Perform a variety of maintenance and general repair work for park areas and facilities.

Maintain and clean a swimming pool.

Sweep city streets.

Clean public restrooms.

Perform a variety of horticultural maintenance activities.

When assigned to Streets:

Perform a variety of semi-skilled labor for the repair, construction and maintenance of city streets, including repairing potholes, shoveling rocks, applying seal coat to streets and spreading asphalt.

Operate a variety of equipment and machinery, including a street sweeper, rubber tire loader, track loader, steel wheel and dump truck as needed.

Complete and submit a variety of reports.

Perform a variety of horticultural maintenance activities.

Maintain assigned equipment and work area.

When assigned to Water/Wastewater:

Install water and sewer taps.

Operate a jet truck, dump truck, backhoe and jackhammer.

Maintain and repair water mains, service lines, water meters and fire hydrants.

(All):

Operate a variety of equipment relative to assigned area of responsibility.

Apply standard safety practices to work activities.

Apply pertinent federal, state and local laws, codes and ordinances.

Understand and follow oral and written instructions.

Perform a variety of skilled construction, maintenance and/or repair work for the city relative to assigned area of responsibility.

Communicate clearly and concisely.

Establish and maintain effective working relationships with those contracted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *handling varied tasks simultaneously*
- *working independently*
- *reading and writing*
- *operating assigned equipment*

Maintain mental capacity which allows the capability of:

- *making sound decisions*
- *using good judgment*
- *answering questions*
- *demonstrating intellectual capabilities*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, sitting and standing for extended periods of time*
- *operating assigned equipment*

Experience and Training Guidelines

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible maintenance, construction or similar work is desirable.

Education or Training:

High school diploma or GED required.

License or Certification

Possession of a valid Texas Driver's License with acceptable driving record.

For Water/Wastewater: Possession of appropriate valid Class D Water or Wastewater License issued by the Texas Commission on Environmental Quality (TCEQ), or the ability to obtain such license within (6) six months from date of hire. Maintenance of required license(s) is a condition of continued employment.

WORKING CONDITIONS

Environmental Conditions:

When assigned to Parks:

Field environment, with occasional indoor work; work with water; travel from site to site; work closely with others and alone; exposure to inclement weather, heat, cold, dampness, chilling, dry atmospheric conditions, work on ladders/scaffolds, work with machinery, work below ground, work in confined places, vibration, noise, slippery/uneven surfaces, moving objects and vehicles, toxic chemicals, electrical energy, grease, oils, fumes, smoke, gases, exposure to electrical energy, dust, exposure to poison oak, unusual fatigue factors; occasional irregular work hours.

When assigned to Streets:

Field environment; work with water; travel from site to site; work closely with other and alone; exposure to inclement weather, heat, cold, dampness, chilling, dry atmospheric conditions, work with machinery, vibration, noise, moving objects and vehicles, toxic chemicals, fumes, smoke, gases, exposure to poison oak, grease and oils, dust, brush and grass clippings, unusual fatigue factors.

When assigned to Water/Wastewater:

Field environment; work with water; exposure to infectious wastes and biohazards; travel from site to site; work closely with others; work in confined spaces, exposure to inclement weather, heat, cold, dampness, chilling, dry atmospheric conditions, work with machinery, work below ground, noise, vibration, slippery/uneven surfaces, moving objects and vehicles, dust, toxic chemicals, fumes smoke, gases, exposure to poison oak, unusual fatigue factors; may be on call 24 hours a day.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for walking, standing, sitting, kneeling, crawling, repeated bending, kneeling and climbing; heavy to light lifting and carrying; physical and manual dexterity; visual and auditory acuity; must be able to operate assigned equipment and vehicles; straight and hand over pulling, pushing, reaching above shoulder; both hands and legs required.