



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Maintenance Worker – **LAST UPDATED:** 10/19/2016
Operations

DEPARTMENT: Public Works **JOB CLASS:**
REPORTS TO: Utilities Maintenance Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of a Utilities Supervisor with some direction from the Crew Leader, the Maintenance Worker performs a variety of tasks in the general installation, maintenance and repair of water pump stations, sewer lift station, reuse pump stations, transfer valves and provides support to the public and assigned City departments and divisions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists in the installation, maintenance and repair of City water pumps, sewer pumps, reuse pumps, transfer valve and elevated storage tower.
- Installs, removes, replaces, maintains, and repairs system components in conjunction with regulatory requirements and departmental/division guidelines.
- Assists in cleaning, inspecting and repairing all utilities facilities.
- Inspects work in progress and at completion for compliance with applicable policies, procedures, plans, specifications, and standards of quality and safety.
Monitors equipment operator to prevent damage to other utility lines while digging.
- Answers emergency calls from the public and other agencies taking appropriate action such as repairs to pump station or transfer valves.
- Completes reports on daily work assignments and activities as required.
- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans and maintains equipment and tools in safe operating order.
- Performs routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.
- Maintains safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and tools.
- Drives dump truck for assignments as required by supervisor.

Other Important Duties:

- May be required to assist in the setup, teardown, and cleanup for special events and meetings.
- May occasionally be required to work on-call, evenings or weekends.
- Travels to attend meetings and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of general maintenance and repair techniques for common tools and equipment used in general construction and maintenance work; and their basic safety precautions and procedures.
- Knowledge of the operation and maintenance of power and hand tools.

- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of City policies and procedures.
- Skill in following oral and written communications and directions.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment, tools and vehicles.
- Skill in resolving customer complaints and concerns.
- Ability to maintain effective working relationships.
- Ability to follow all City policies and procedures.

Preferred Education, Experience, and Certifications:

- Prefer High School Diploma or GED **or** equivalent combination of education and experience.
- May be required to obtain certification or licensure specific to area of assignment within six (6) months from date of employment.
- Must pass a pre-employment drug screen, physical agility test, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License **and** must obtain State of Texas Class A CDL within six (6) months of employment date.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment.
- May be confined to small spaces.
- May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X

Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

• **Work Environment**

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	X
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes sledge hammer, shovel, dump truck, crane truck, portable generator hand/power tools and equipment specific to area of assignment, ladders, testing equipment, generators, water pumps, and department vehicles.

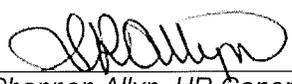
Approved By:



 Kevin Grant, Operations Manager

10-19-2016

 Date



 Shannon Allyn, HR Generalist

10/19/2016

 Date