



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Maintenance Worker</b>	<b>LAST UPDATED:</b>	10/21/2015
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Environmental Services Manager	<b>FLSA DESIGNATION:</b>	Non-Exempt

**Summary:** Under general supervision of the Environmental Services Manager with some direction from the Crew Leader, the Maintenance Worker performs a variety of tasks such as collecting roadside litter and debris, delivery and set up of waste and recycling equipment, maintaining collection center and general maintenance work in all departmental facilities depending on assignment

*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:

- Performs litter and debris collection and removal from city streets, greenbelts, right of ways, parks, underpasses and overpasses within City limits.
- Transports litter and debris to collection facilities, maintaining log of materials collected, and documenting actions and procedures as required.
- Delivers and sets up trash and recycling equipment, empties, cleans, and maintains roadside median trash receptacles, recycling containers at city parks and trash and recycling containers at city events.
- Delivers residential trash and recycling carts, new move in packages.
- Provides assistance with Household Hazardous Waste Operations, sorting and storing of materials.
- Performs maintenance work at recycling center and other areas
- Conducts carpentry work as needed
- Repaints areas in recycling center, environmental waste facilities and equipment
- Monitors recycling center to ensure correct hours of operation.
- Completes reports on daily work assignments and activities as required.
- May be required to remove debris, fallen trees and limbs; after hazardous weather or other emergencies.
- 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.

### Other Important Duties:

- Assists in the setup, teardown, and cleanup for special events and meetings.
- May occasionally be required to work on-call, evenings and 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 general maintenance, 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 assigned light equipment, 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.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment and tools.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Prefer High School Diploma or GED or equivalent combination of education and experience.
- Must obtain certification or licensure, specifically but not limited to, the HAZWOPER, related to area of assignment within six (6) months from date of employment.
- Must pass a pre-employment drug screen, physical agility test, criminal background, and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an outdoor environment.
- May be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, repairing asphalt, transporting, delivering and picking up debris, or other required equipment.
- Daily physical labor that includes extended periods of sitting, standing, bending, reaching, kneeling, entering enclosed spaces, climbing ladders, lifting heavy equipment, digging potholes, swinging a sledgehammer, driving a dump truck, operating other equipment and other similar physically exerting activities on a daily basis
- 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.
- Must be able to lift up to 80 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes shovel, hand/power tools and equipment specific to area of assignment, ladders, testing equipment, generators, water pumps, and department vehicles.

*Approved By:*

Signed by Jeremy Starritt, Environmental Services  
Manager  
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*Jeremy Starritt, Environmental Services Manager*

10/236/2015

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*Date*

  
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*Shannon Allyn, HR Generalist*

10/22/2015

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*Date*