Streets/Traffic, Parks and Facility Maintenance Worker  
Public Works Department  
Job Description-City of Heath

Job No. 525  
EEOC Category: Service-Maintenance

FLSA: Nonexempt  
Pay Group: 1

OBJECTIVE
Under regular supervision, performs a variety of tasks in street repair, drainage and other maintenance of the Street Department; park, City property, right-of-way, and other maintenance of the Parks Department; and building and other maintenance of the Facility Department. Work involves maintaining City services and operations by making necessary repairs to street drainage; performing duties necessary for the maintenance and repair of City streets; repairs streets and drainage; patching and overlaying roads; trimming trees; driving trucks; sweeping streets; servicing equipment; and digging drainage ditches. Mowing fields, rights-of-ways and City property. Plants and maintains landscaping in public rights-of-ways, parks and City property. Performs a variety of activities in support of facility maintenance.

Also assists with water and sanitary sewer utilities maintenance.

ORGANIZATIONAL RELATIONSHIPS
1. Reports to: Division Manager: Streets, Parks and Building Maintenance  
2. Directs: This is a non-supervisory position.  
3. Other: Has contact with other City employees and the general public.

EXAMPLES OF WORK
Patches and overlays roads;  
Repairs storm drains;  
Trims and cuts trees;  
Drives vehicles such as dump trucks;  
Sweeps streets;  
Patches potholes;  
Services equipment.  
Directs traffic;  
Digs drainage ditches;  
 Performs concrete work;  
Cuts grass using a riding or push lawn mower, tractor, edger, weeding and maintains landscaping;
Cleans and maintain parks, including collecting trash, cleaning restroom, and trimming trees; Plants and maintain landscaping on road rights-of-ways, public parks and public property;

Performs preventive maintenance on City vehicles, tools, and equipment and City facilities;

Decorates City parks for special events and holidays;

Calibrates and maintains irrigation sprinklers;

Uses hand tools to dig ditches or holes, and shovels dirt, gravel, asphalt, or sand;

Performs light maintenance and construction duties; and

Operates a variety of equipment such as jackhammer, concrete saw, steel roller, chain saw, mowers, weed eater, pick axe, loader, asphalt tools and other public works equipment.

Maintains on-call availability as required.

Other Important Duties

Installs, connects, services, and reads water meters as needed.

Assists in repairs of water leaks and broken lines;

Performs such other related duties as may be assigned.

Installs and connects water and sewer services, main lines and meters.

Reads water meters.

Assists in repairs of water leaks and broken lines.

Performs such other related duties as may be assigned.

Adheres to policies and procedures regarding absenteeism and tardiness.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Maintenance Principles: processes involved in up keep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Basic Math: add, subtract, multiply, or divide quickly.
- Vegetation: characteristics and up keep requirements of plants used in municipal parks and landscaping.

Skill/Ability to:
- Cooperation: establishing and maintaining positive working relationships with those contacted in the course of work.
- Accuracy: attention to detail in dealing with numbers, words, and ideas.
- Mechanical/Technical: safely operating diverse equipment including hand tools, large pumps, meters mowers, grass edging tools, tractors, sewer equipment, and fire hydrants.
• Oral Comprehension: listening to and understanding information and ideas presented through spoken words and sentences.
• Sequencing: correctly following a given rule or set of rules to arrange things or actions.
• Carry out instructions furnished in written, oral, or diagram form.
• Oral Expression: communication information and ideas in speak so others will understand
• Must be dependable, functional and must adhere to policies regarding tardiness and absenteeism.

Physical Abilities:
The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee constantly is required to grasp, handle, feel, listen, see or smell. The employee frequently is required to carry, drive a vehicle, lift up to 50 ponds, pull, push, reach, or walk. The employee occasionally is required to climb, kneel, lift more than 100 pounds, sit, stand, stoop, or talk. Rarely, the employee is required to run.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation plus two years of related experience;
Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate, valid class “C" Texas Driver’s License.

Class “B” CDL preferred.

This job description does not take into account potential reasonable accommodations.

WORKING ENVIRONMENT

The person performing the duties of the Maintenance Worker- Parks may encounter the following working conditions: extreme vibration, confining work space, dirty environment, extreme temperatures or weather conditions, air contamination, high precarious work places, moving mechanical parts, noise, responsibility for the safety of others, and stray animals.

DISLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Revised: 09/16/19