

**JOB DESCRIPTION:** MAINTENANCE WORKER (PART-TIME)  
**DEPARTMENT:** UTILITIES  
**EEOC CATEGORY:** SERVICE/MAINTENANCE WORKERS  
**REPORTS TO:** UTILITY DEPT. SUPERVISOR/CITY ADMIN/DIRECTOR UTILITIES  
**PAY RANGE:** \$15.00/HOUR to \$20.00/HOUR  
**FLSA:** EXEMPT

**POSITION SUMMARY:**

The incumbent is responsible for operating and maintaining all equipment assigned to ensure the upkeep and groomed appearance of all right-of-ways, roads, municipal facilities, signage and grounds. Additionally, the incumbent will assist as required or needed to maintain, upgrade or repair public water supply components and wastewater collection facilities. All work will be completed prioritized under the supervision of the Utility Department Supervisor or City Administrator. This is a part-time position (not to exceed 32 hours per week), Monday through Friday, 8:00 a.m. to 12:00 p.m. (or as determined by the Utility Department Supervisor).

**ESSENTIAL JOB FUNCTIONS (50 -70 PERCENT OF TIME)**

- Cut grass and trim shrubs/ trees on City property and/or ROW as required.
- Maintain all city facilities to include administrative offices, police department and other city-owned properties to ensure a neat and groomed appearance to include sweeping and mopping or vacuuming on a weekly basis. Further to include taking out the office garbage on a weekly basis. Also to include cutting grass and cleaning flower beds and pruning trees/shrubbery as required.
- Perform maintenance on city streets to include pot-hole repair, sign repair/replacement and right-of-way maintenance to include mowing/shredding, brush removal, tree-trimming, weed-eating and spraying of weed-killer. No work on private property or outside the city limits.
- Operate city equipment to include tractor/shredder, backhoe, skid loader, maintainer, city trucks, pressure washer, weed-eater, chainsaw and other equipment in the performance of assigned duties and maintain said equipment in a safe and good working order.
- Communicate with city employees, representatives, and citizens in a professional and effective manner.
- Accurately document and maintain required records and reports including, but not limited to, completed work orders.
- Other duties as required or assigned to support and maintain city operations.

**SECONDARY JOB FUNCTIONS (50 PERCENT OF TIME OR LESS)**

Performing routine and emergency maintenance for municipal facilities and water distribution system and wastewater collection facilities to include but not limited to:

- Assist in the maintenance, repair and/or upgrade of the public water distribution system and/or wastewater collection facilities to include, but not limited to, leak identification and repair, line flushing, water line upgrades and extensions, water system/wastewater collection construction projects, water meter installation, meter reading and delinquent water meter account disconnection under the direct supervision of a water system operator.
- Water distribution system and wastewater collection facilities repairs or emergencies will have priority over routine, day-to-day maintenance operations. Determinations on work priorities will be at the direction of the Utility Department Supervisor or City Administrator or at the discretion of the senior public utility employee on duty.

**REQUIRED SKILLS:**

The employee must demonstrate effective verbal and written communication skills. The employee must be in good physical condition and able to work outdoors in all weather conditions regardless of the time of year. The employee should not have any physical limitations that would prohibit completion of assigned tasks. The employee should be able to bend and lift loads in excess of fifty (50) pounds. The employee must have acceptable, demonstrated knowledge in the use of tools and equipment required to perform the assigned duties.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

The employee must be a United States citizen and have a high-school diploma or equivalent credentials. The employee must have at least four (4) years of verifiable experience in maintenance activities as described herein. The employee must possess a valid Texas Drivers License and have a good driving record. The employee must be able to pass a pre-employment drug screening and physical examination. The employee should have a moderate level of knowledge in equipment maintenance and operation.

**EMPLOYEE ACKNOWLEDGEMENT:**

I certify that I have read and understood the elements of this job description and find it to be a fair description of the duties and expectations of this position.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date