

Public Works Employee

Job Description

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision.

Under the direction of the Public Works Director, this position performs general skilled maintenance activities and functions and is responsible for maintenance related tasks and other manual labor tasks in and around the Town of Hollywood Park. The worker utilizes equipment such as hand tools, power tools, mowers, tractors, and other machinery in the course of their job. The worker is exposed to and must be able to work in adverse environmental conditions such as dirt, rain, strong odors and or smoke, exposure to dust or pollen, heat/cold or extreme weather conditions. This employee performs additional duties as assigned and complies with all City rules, regulations, and procedures.

REQUIREMENTS

This job requires considerable knowledge, skills and abilities in the use of various types of manual, gas, or electrically powered tools, equipment and machinery.

QUALIFICATIONS

Education:

Must have high school diploma or GED

Experience:

Minimum of 2 years of general maintenance experience preferred.

Preference given to those with experience and background in HVAC, mechanical, plumbing, or electrical.

Special Requirements

- Must possess a valid Texas Driver's License
- Must be able to pass drug screening and background check
- The preferred applicant will have experience in the areas listed above

PHYSICAL DEMANDS

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing, kneeling, or walking for prolonged periods of time; climbing and stooping; and moderate to heavy lifting.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 this job, the employee is regularly exposed to outside weather conditions; extreme cold and extreme heat. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to loud.

ESSENTIAL JOB DUTIES

In addition to other duties listed in this Job Description, the Public Works/Maintenance Technician must be able to perform the following additional essential job duties with or without reasonable accommodation:

- The position involves skilled labor to include, but not limited, to repairing water leaks, sewer lines, streets, pavement, mowing, maintenance and general construction;
- Use hand tools to dig ditches or holes;
- Load and unload materials and equipment;
- Trim trees, pick up brush, and load brush onto a truck;
- Cut grass using a push or riding mower or power trimmer;
- Occasionally operate other light equipment;
- Perform light maintenance and construction duties;
- Follow Hollywood Park and Department policies and procedures and the instructions of his or her supervisor;
- Communicate effectively with supervisors, co-workers and others (internally and externally) in order to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints;
- Use good judgment and make good decisions in matters related to the job;
- Assist others; be helpful, cooperative and courteous, and demonstrate a good attitude in all dealings with the public, co-workers and others;
- Report, in a timely manner, all issues, concerns and questions to the supervisor or others as appropriate in the chain of command;
- Cleans, maintains, and properly stores tools and equipment; performs minor repairs and adjustments to equipment, including changing oil and other routine maintenance of appropriate equipment;
- Work safely, follow safety rules and training, wear personal protective devices when required and maintain a clean, safe work environment;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of facility, equipment, and ground maintenance repair programs and repair techniques;
- Skill in using hand and power tools, mowers, trimmers, chain saws, tractors, vehicles, generators, and other mechanical equipment;
- Skill in providing quality customer service in a courteous and professional manner;
- Skill in establishing and maintaining effective work relationships with co-workers and work- related contacts;
- Skill in making independent, timely, and sound decisions;
- Ability to work as a member of a team;
- Ability to work in stressful conditions;
- Ability to perform manual labor including lifting supplies and materials.

Salary: \$18.00 - \$26.00 per hour, depending on qualifications and experience

BENEFITS

- Health insurance
- Dental and Vision insurance
- Employee assistance program
- Life insurance
- Paid time off
- Retirement plan

The Town of Hollywood Park is an Equal Opportunity Employer, which provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law.