



304 East Criner Street / Post Office Box 425 Grandview, Texas 76050  
Office: (817) 866-2699 Fax: (817) 866-2961

## **EMPLOYMENT OPPORTUNITY**

### **POSITION: Public Works Maintenance Worker**

The Maintenance Worker performs a wide variety of specialized duties for the Public Works Department. Performs manual work in construction, maintenance, and repair of City infrastructure, facilities, and property. Performs a range of maintenance tasks pertaining to public works operations and services. Performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives direct supervision from the Public Works Director/Assistant Public Works Director. This position does not supervise any other position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to, the following:

- Performs preventative maintenance and repairs to water and wastewater systems.
- Installs new water lines, taps and meters.
- Reads and records water meters.
- Performs street maintenance and repairs including patching streets, laying asphalt, pouring cement, etc.
- Secures work zones with barricades, barrels, and signage.
- Repairs and replaces street signs and poles as needed.
- Performs parks and grounds maintenance duties which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves, chipping and removing trash.
- Cleans drainage ditches and culverts as needed.
- Sprays herbicide and pesticide.
- Performs routine building maintenance for City buildings.
- Performs regular maintenance of the City splash pad.
- Operates hand tools, power tools, small to heavy equipment, and city vehicles.
- Drives trucks and equipment of various sizes and weights in the loading, hauling and unloading of equipment, material, gravel, sand, concrete, asphalt and other material.
- Inspects equipment and performs preventive maintenance and repairs as needed.
- Assists with special events.
- Performs animal control duties in the absence of an animal control officer; removing deceased animals from the roadways, capturing stray animals, transporting animals to the shelter, etc.
- Performs all duties in conformance to appropriate safety and security standards/policies.
- Ensures all behaviors comply with the City's Personnel Rules and Regulations.
- Performs other duties as required.

## **MINIMUM JOB REQUIREMENTS:**

- Must be a United States citizen.
- Must be at least 18 years of age.
- Must meet one of the following educational requirements:
  - High School graduate, OR
  - Have passed a general educational development (GED) test indicating a high school graduation level
- Must be capable of performing all essential job functions.
- Must possess and maintain valid, current Texas driver license with acceptable driving record.
- Must obtain Class “D” water and wastewater licenses issued by TCEQ within 18 months of hire date.
- Must be available to work 8:00 a.m. to 5:00 p.m. Monday through Friday, and overtime, on-call, nights, weekends, and holidays as required.
- Must be able to operate machinery, tools, and equipment.
- Must be able to work in confined spaces.
- Must possess the vision, hearing, ability and dexterity necessary to operate motorized vehicles, equipment, tools and power tools; frequently required to stand, smell, talk, hear, walk, sit, stoop, kneel, crouch, climb, balance; lift up to 75 lbs., move by pulling, pushing, rolling objects exceeding 75 lbs.
- Must be able to perform tasks, primarily in outdoor environment in extreme weather conditions.
- Must pass a background check, physical examination, and drug screen.
- One (1) year experience in the maintenance and repair of water and sewer systems is preferred.
- Experience in using specialized equipment (backhoe, tractor, skid steer, etc.) is preferred.

### **Knowledge of:**

Operation and maintenance requirements of power-driven equipment. Principles and practices of water/wastewater distribution or collection systems. Principles and practices of public works responsibilities. Basic methods and techniques of general construction, maintenance and repair related to water/wastewater, public works, or the area of work assigned. Occupational hazards and standard safety practices. General departmental policies and regulations. Proper techniques and uses of a variety of hand tools and power tools. Pertinent federal, state and local laws, codes and regulations.

### **Skills/Ability to:**

Perform duties under minimal supervision. Perform a variety of skilled construction and maintenance tasks. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate equipment. Work extended hours, beyond the scheduled eight (8) hour shift as a result of operational necessities. Perform multiple tasks simultaneously; accurately and efficiently; and be flexible as priorities change. Ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Attain and maintain licenses and certifications. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.

**COMPENSATION/BENEFITS:**

Starting pay will be \$14.00 to \$17.00 an hour depending on qualifications. Excellent benefits including paid training, TMRS retirement, 100% employee paid health insurance, paid holidays, vacation and sick time.

**HOW TO APPLY:**

Qualified applicants should submit a resume to the attention of David D. Henley, City Administrator by e-mail at [ddenley@cityofgrandview.org](mailto:ddenley@cityofgrandview.org), by mail at 304 E. Criner Street/P.O. Box 425, Grandview, Texas 76050, or in person at 304 E. Criner Street, Grandview, Texas 76050. Successful completion of pre-employment drug screen, medical/physical examination and driver license and background checks are required before final placement. Open until filled.

The City of Grandview is an Equal Opportunity Employer.