



## **JOB OVERVIEW**

JOB TITLE: Public Works Maintenance Technician

DEPARTMENT: Public Works

LOCATION: 2497 Martin Luther King Jr. Dr.

REPORTS TO: Public Works Director

FLSA CATEGORY: Non-Exempt

PAY RANGE: DOE

## **GENERAL JOB DESCRIPTION**

To perform the maintenance and repair of city facilities, parks, streets, and drainage. Cleans city streets and operates equipment used in the repair and maintenance of streets and sidewalks. Performs grounds maintenance, including mowing, weed eating, edging, blowing, pruning, and trimming. Cleans and clears debris and refuse from city parks regularly.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates a variety of equipment including trucks, air compressors, concrete mixers, saws, jackhammers, electric drills, tractors, lawnmowers, excavators, backhoe, and other similar equipment and machinery in repairing and installing concrete, asphalt, and drainage structures.

Utilizes a variety of hand and power tools.

Assists in routine maintenance of such equipment; assists with collection and cleaning of tools and materials after utilization.

Inspects and restores equipment fluid levels, including oil, fuel, water and transmission fluid; lubricates equipment as needed; reports the need for repairs.

Performs streets maintenance and repair work in both asphalt and concrete mediums.

Prepares for pouring concrete and laying asphalt, to include mixing by hand where applicable.

Participate in traffic control activities.

Provides support to assist division staff in the completion of their duties and responsibilities.

Maintains safety regulations, including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.

Prepares site locations, including placing barricades and warning signs for safety; building, painting, and repairing barricades as necessary.

Cut or trims vegetation as requested, including trimming trees, mowing, weed eating, and removing and transporting a variety of debris.

Responds to emergency situations as requested, including hazardous and severe weather conditions.

Ensures the adherence to safe work practices and procedures.

Perform all other duties as assigned.

## **EDUCATION & EXPERIENCE**

High School Diploma or GED

## **LICENSE & CERTIFICATES**

Valid Class "C" Texas Driver's License

Class "B" License Preferred

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **KNOWLEDGE**

Uses and purposes of general construction and maintenance tools and equipment.

Proper safety precautions related to all work performed.

### **SKILLS**

Use various types of manual, electric, and pneumatic tools.

### **ABILITIES**

Work on-call.

Learn city and departmental policies and procedures.

Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.

Maintain assigned equipment and associated parts including verifying and replenishing fluid levels.

Learn to operate a variety of tools. Use oral communication clearly and concisely.

Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

## **DRESS REQUIREMENTS**

Employees are required to wear city uniforms and safety toe boots.

## ADA COMPLIANCE

### PHYSICAL ABILITY

Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

### SENSORY REQUIREMENTS

Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate depths. Tasks require the ability to perceive and discriminate textures. Tasks require visual perception and discrimination.

### ENVIRONMENTAL FACTORS

Tasks risk exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, traffic hazards, smoke, wetness, strong/toxic machinery, vibrations, and bright or dim lighting. The City of Pinehurst, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Pinehurst, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.

## ACKNOWLEDGEMENT

The statements contained within this job description reflect general details necessary to describe the primary functions of this job and the level of skill required. It should not be considered an all-inclusive listing of the work requirements. Employees may perform other duties as assigned, including performing work in other department areas as needed.

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Printed Name

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Signature

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Date