PAY CODE: HOURLY, FULL-TIME
NON-EXEMPT
WORK SCHEDULE: MONDAY THROUGH FRIDAY, 8am TO 5pm; some weekends

VILLAGE OF SALADO
MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by the maintenance worker. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform work in the minor construction, maintenance, and repair of various Village owned and/or operated facilities and structures; and to assist with related activities pertaining to assigned department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Village Secretary.

Maintenance worker is to assign work, supervise, and keep a log of municipal court defendants required to perform community service.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Clean and maintain roads, parkways, streets, open spaces, and other city facilities; haul debris and trash.

- Perform street maintenance activities; participate in the maintenance of streets including patching of pot holes.
- Clean catch basins and culverts during inclement weather.
- Provide assistance with general maintenance of city facilities including, but not limited to, some painting, minor repairs, and other related maintenance and general carpentry work.
- Perform grounds maintenance activities on all Village owned or operated properties including mowing, some landscaping, and general grounds maintenance activities.
- Responsible for the maintenance of assigned city vehicles and equipment including cleaning and conducting preventive maintenance and minor repair. Knowledge operating and maintaining emergency generator.
- Maintain maintenance records.

- Maintain Pace Memorial Park including mowing, trash pickup (on a daily basis), set-up and tear-down of tables and chairs at pavilion when rented, clean restrooms (on a daily basis).

- Apply pesticides and/or other ground treatments to Village owned or operated properties.

- May operate a variety of construction equipment including tractors, backhoe, trucks, loaders, mowers, chipper, shredder, spreader, compactor, and a variety of hand tools.

- Run errands as needed; such as for supplies, pick-up or drop-off documents, etc.

- Erect street and traffic signs. Maintain storage sheds.

- Perform other duties as assigned.

Ability to:

Learn to perform a variety of skilled maintenance, construction and repair work in the area of work assigned.

Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform manual labor.

Lift 100 lbs.

Understand and follow oral instructions.

Communicate clearly and concisely.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the Village.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing, bending or crouching for extended periods of time*
- *operating assigned equipment and vehicles and tools.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *operating assigned equipment and vehicles and tools.*

Maintenance worker *must* hold and maintain a valid Texas Drivers License.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required. Some experience performing field maintenance work within the assigned area of work is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field and/or water or wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, bending or crouching for prolonged periods of time; and operating motorized equipment and vehicles.

VILLAGE TO PROVIDE

Work truck and all maintenance materials (ie: gas, oil, etc.)
All work equipment and materials
Work shirts

PAY AND BENEFITS

Salary: $13.50/hr
Paid medical for employee. Family plan available.
Paid holidays
Paid vacation and sick days
Participant in the Texas Municipal Retirement Plan