



CITY OF CLUTE

JOB DESCRIPTION

Title: **Maintenance Worker I and II**
Department: Utility, Streets, Drainage
Reports To: Crew Leader / Utility Supervisor

POSITION SUMMARY

Under general supervision of the Crew Leader, performs a variety of work in the construction, modification, maintenance, repair, and operation of the city infrastructure, including, but not limited to, water distribution, wastewater collection, storm water, streets and drainage, and performs related work as required.

Schedule and assignment may vary based on need.

CLASS CHARACTERISTICS

Maintenance Worker I

This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn city infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skills, experience, licenses, and certifications which meet the qualifications, and demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II

This is the journey-level class in the public works maintenance series that performs the full range of duties required to ensure that city infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of the facilities and systems. This class is distinguished in that the latter is responsible for technical and functional direction over lower-level maintenance staff and is capable of performing the most complex duties assigned to the department.

ESSENTIAL FUNCTIONS

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this position. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

When performing the water distribution systems maintenance

1. Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the city's water distribution system.
2. Inspects water services for compliance with established codes and/or damaged or worn parts and makes repairs as necessary.
3. Repairs transmission and distribution mains, including installing parts as necessary. Installs and replaces water and fire services and hydrants, including installing parts and fittings, and performing scheduled maintenance and making any repairs.
4. Performs visual checks of meter conditions and connections to ensure efficient operations and reports damaged or non-functioning meters.
5. Turns water service on or off; performs water service shut-offs for non-payments.
6. Reads commercial and residential water meters and records subsequent data in a legible and accurate manner.
7. Repairs and replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor.
8. Maintains water well systems and grounds; monitors and logs records; collects water samples and prepares appropriate paperwork; performs chlorine test of water supplies.
9. Performs preventive maintenance and troubleshooting of water well control panels.

When performing the wastewater distribution systems maintenance

1. Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the city's wastewater collection infrastructure system.
2. Maintains wastewater lines and pump stations to ensure continuous flow of city wastes.
3. Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
4. Provides installation, maintenance, and repair of wastewater mains and laterals.
5. Operates and maintains the sanitary sewer camera equipment used to monitor and prevent problems in the wastewater system.
6. Installs and maintains wastewater manholes and makes minor repairs as directed.
7. Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
8. Maintains the city's wastewater collection system in a safe and sanitary manner for compliance of safe conditions for the city, including repairing broken wastewater mains and parts to ensure clean and open distribution.
9. Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
10. Installs new wastewater laterals and mains, including the installation of laterals for new home construction.
11. Transports contaminated soils and raw sewage to designated areas for proper disposal.
12. Removes trees, brush, and debris from rights-of-way to access sewer main lines and laterals.

13. Installs and maintains different metering devices throughout the city's infrastructure to monitor wastewater flows and/or pump run time.
14. Monitors and checks operations of sewer lift stations; performs preventative and basic maintenance as required.

When performing street and drainage maintenance

1. Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of city streets, drainage ditches, and related facilities.
2. Provides for the maintenance and repairs of city streets and roadways, including shoveling and spreading asphalt in patching, mixing and spreading of concrete in patching, painting and striping, repairing, and reconstructing streets.
3. Provides installation, maintenance, and repair of traffic signs, and installing signposts and signs in accordance with city, State, and Federal codes.
4. Performs a variety of duties in the maintenance of storm drainage infrastructure to ensure efficient drainage, including inspecting, repairing, replacing storm drains, and the installation of drainage culverts.
5. Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
6. Maintains city alleys and right-of-way to ensure safe and efficient access for the public.

When performing the facilities maintenance

1. Performs routine maintenance and alterations on city buildings and facilities including, but not limited to, builds and repairs cabinets, storage units, installs and repairs ceiling and floor tiles and/or carpet, hangs doors, install/repair/replace door closers, repairs sheetrock, repairs and patches roofs and paints or stains as necessary; and performs other related tasks.
2. Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, flushes sewer lines, installs, maintains, and repairs drains, water lines, and water heaters.
3. Performs basic maintenance on city electrical systems; repairs and replaces light bulbs and electrical fixtures; troubleshoots, repairs, and runs circuits; identifies circuits and calculates circuit loads; tests voltages, ohms, amperage, grounds, neutrals, and common wires.
4. Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.

When performing all assignments

1. Performs code enforcement identification, correction, and reporting to ensure compliance with Federal, State, and local codes, ordinances, laws, and regulations.
2. Observes safe work methods and makes appropriate use of related safety equipment as required.
3. Operates a variety of hand tools, power tools and equipment related to work assignment as instructed.
4. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
5. Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and city workers.

6. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
7. Responds to complaints and answers questions from the public or escalates to crew leader or supervisor, as necessary.
8. Responds to after-hour emergencies.
9. Performs related duties as assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES

1. Knowledge of maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; sanitary wastewater collection systems including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; streets, including traffic signs, street marking, storm drains, and asphalt and concrete repair.
2. Knowledge of basic principles, practices, and tools related to carpentry, plumbing, and electrical work.
3. Knowledge of the operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
4. Knowledge of basic traffic control procedures and traffic sign regulations.
5. Knowledge of shop arithmetic.
6. Knowledge of safety equipment and practices related to the work, including the handling of hazardous chemicals.
7. Safe driving rules and practices.
8. Basic computer software related to work.
9. Techniques for providing a high level of customer service to the public and city staff, in person and by telephone.
10. Ability to perform construction, modification, maintenance, and repair work in water distribution, wastewater collection systems, streets, storm water collection systems and drainage, facilities, and general buildings such as found in the city.
11. Ability to operate specialized water, wastewater, street, building and facility maintenance and repair equipment.
12. Ability to set up and operate traffic area construction zones, including cones, barricades, and flagging.
13. Ability to locate underground utilities by use of blueprints and electronic locating equipment.
14. Ability to troubleshoot maintenance problems and determine materials and supplies required for repair.
15. Ability to make accurate arithmetic calculations.
16. Ability to read and interpret construction drawings and specifications.
17. Ability to safely and effectively used and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
18. Ability to perform routine equipment maintenance.
19. Ability to maintain accurate logs, records, and basic written records of work performed.
20. Ability to follow policies and procedures as set forth by the city.
21. Ability to understand and follow oral and written instructions.
22. Ability to organize own work, set priorities, and meet critical time deadlines.
23. Ability to communicate effectively in person, over the telephone, and in writing.
24. Ability to use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.

25. Establish and maintain effective working relationships with subordinates and those contacted in the course of the work.
26. Performs other duties as assigned.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes.

MINIMUM REQUIRED QUALIFICATIONS

Maintenance Worker I and II: High School diploma or GED

Maintenance Worker I: No other experience required.

Maintenance Worker II: Minimum of two (2) years' experience with the City of Clute as a Maintenance Worker I and with the ability to perform as defined as a Maintenance Worker II.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name: _____
(Please Print)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

City Manager Signature: _____ Date: _____