



DATE	October 2017
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Maintenance Worker II
 DEPARTMENT/DIVISION: Various
 REPORTS TO: Varies

SUMMARY: Responsible for performing general labor/crew member duties in support of maintenance projects such as streets, concrete and drainage projects, or performs specialized duties related to Water Utilities. Work is performed with moderate supervision.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of specialized maintenance work in assigned area of responsibility.
- Installs, maintains, and repairs a variety of concrete, signs, grounds, and/or other related items in assigned area of responsibility.
- Transports a variety of equipment, supplies, and other applicable items or debris to and from job sites.
- Operates a variety of light and/or medium construction and/or maintenance equipment, which may include: breakers, track hoes, concrete cutting saws, backhoes, augers, loaders, trenchers, and/or other related items.
- Performs preventative maintenance of equipment.
- Operates, maintains, and repairs a variety of hand and/or power tools in assigned area of responsibility.
- Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, and/or other related information.
- Observes safe work methods and uses safety equipment. Secures work sites from hazards as needed.
- Sets up traffic warning devices and barricades and directs traffic around work sites. Checks and inspects barricades daily for proper placement and visibility.
- Prepares and cleans up work sites.
- Participates in/on a variety of meetings and training sessions.
- Monitors inventory and supply levels; recommends replenishment of materials.
- Responds to emergency operation and on-call situations.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Public Works

Streets

- Performs a wide variety of activities in support of streets maintenance, which includes: implementing temporary and permanent asphalt repair to streets, alleys, sidewalks, and/or other applicable areas; pouring concrete; and/or, performing other related activities. Duties also include: patches potholes as temporary or permanent solutions; levels concrete and asphalt streets and/or sidewalks to resolve uneven areas or dips; conducts base failure repairs; conducts

overlaying of streets. May be responsible for responding to and assisting during emergency situations (e.g., tornados, floods, icing, snow, traffic accidents, and chemical spills).

Concrete

- Duties are included as follows: Pours, spreads and levels concrete; sets forms, ties steel, wrecks forms, backfills, lays sod; uses various concrete finishing tools; performs weekly maintenance on equipment, such as oil, fluid, grease, and clean; bores holes in existing concrete to install rebar; repairs sprinkler systems damaged by crews; cleans up work site, materials and unused concrete; clean tools of concrete; hauls old spoils to designated dump site; watches for buried utility lines during excavation; sands icy roads in the winter; hauls materials with dump truck; lifts and carries objects such as cement bags, small equipment, tampers, water pumps, and jackhammer weighing up to 100 lbs.

Water Quality

- Performs a wide variety of activities in support of water quality maintenance activities, which includes: Performs hydrant and blow-off flushing to help alleviate distribution water quality problems. Adds diffuser and dechlorination tablets to remove chlorine from flushed water. Accounts for water usage due to flushing. Collects and tests water samples to identify chlorine and water quality parameters. Implements corrective measures to resolve potential water quality problems. Participates in a variety of meetings related to water quality issues and provides technical expertise. Entry levels bacteriological sampling to identify potentially hazardous levels in the drinking water supply. Entry level inspections of business and residential homes to identify cross connection hazards. Performs other duties as assigned.

Water Utilities

- Performs a wide variety of activities in support of water utility maintenance activities, which includes: setting up utility cuts and water relay projects; setting up transitions; repairing water and sewer lines; fixing and maintaining fire hydrants; changing out meters; investigating water leaks; testing old water meters and portable fire hydrant meters; and/or, performing other related activities. TCEQ Class D Water Distribution within two years of employment.

Drainage

- Performs a wide variety of activities in support of drainage maintenance, which includes: inspecting and repairing inlet boxes, storm pipes, flumes, head walls, culverts, and bar ditches; blading and grading alleys; pressure washing screening walls for painting; installing and repairing guardrails and dome posts; inspecting and maintaining bridges for structural integrity; and/or, performing other related activities.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State and Local vehicle ordinances;
- Knowledge of basic construction practices;
- Knowledge of equipment, tools, materials, and methods of assigned specialty area;
- Knowledge of occupational hazards and related safety precautions;
- Skilled in writing, reading and comprehending instructions in English;
- Skilled in performing varied maintenance work in a safe, efficient manner;

- Skilled in performing manual labor;
- Skilled in maintaining small to medium sized equipment and trucks;
- Skilled in completing paperwork and documentation;
- Skilled in performing semi-skilled maintenance and repair activities;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

Streets/Drainage:

- Eighth grade education.
- One year of related maintenance and/or construction experience.

Water Quality:

- High School Diploma or G.E.D.
- One year of water production experience.
- All applicants must obtain a Class D Water License within 12 months of employment.
- A Class C Water License and CSI License must be obtained within 2 years of employment.

Water Utilities:

- High School Diploma or G.E.D.
- One year of related maintenance and/or construction experience.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Depending on area of assignment, a valid State of Texas Commercial Driver's License with tanker endorsements may be required within 3 months, as well as other certifications.