



JOB TITLE: Maintenance Worker II

DEPARTMENT/DIVISION: Various

REPORTS TO: Varies

<b>DATE</b>	October 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

**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.
- Professionally and effectively communicates with customers.
- 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 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, chainsaws, compactors, crane trucks, vacuum trailer, 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 – Asphalt Crew**

- 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; and/or, performing other related activities. Duties also include: patches potholes as temporary or permanent solutions; levels asphalt streets and/or sidewalks to resolve uneven areas or dips; conducts base failure repairs; conducts overlaying of streets.

### **Streets – Concrete Crew**

- Duties are included as follows: Pours, spreads and levels concrete; sets forms, ties steel, wrecks forms; 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 water quality maintenance activities, which includes: Performs hydrant flushing with diffuser and de-chlorination tablets to help alleviate distribution water quality problems. Automatic hydrant flushing maintenance. 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 System Maintenance**

- Performs a wide variety of water/wastewater system maintenance activities, which includes: Performs water and wastewater site and equipment inspections, which requires entering confined spaces and updating applicable logs. Participates in a variety of meetings and training related to maintenance issues and provides technical expertise. Entry level participation in inspecting water utilities sites for authorized entry, vandalism, leaks around tanks, and potential hazards on grounds. Performs routine painting, cleaning and grounds maintenance activities at water pump stations. Entry level analysis and recommendation of materials and/or equipment needs. Ability to work long hours of time under stress during emergency situations. Ability to climb ladders and work at various heights above ground up to 250 feet.

### **Water Distribution**

- Performs a wide variety of activities in support of water utility maintenance activities, which includes: setting up transitions; repairing water and sewer lines; fixing and maintaining fire hydrants; changing out meters; investigating water leaks; fixing and maintaining valves; irrigation repair and site restoration after maintenance activities; and/or, performing other related activities.

### **Meter Services**

- Performs a wide variety of activities in support of water meter maintenance activities, which includes: setting up transitions; repairing water and sewer lines; fixing and maintaining a variety water meters and meter cans; changing out meters; investigating water leaks and pressure complaints; fixing and maintaining meter valves; testing old water meters and portable fire hydrant meters; site restoration after maintenance activities; and/or, performing other related activities. Must be able to work independently and exercise good judgment.

**Special Operations**

- 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; Other responsibilities include: blading and grading alleys; pressure washing screening walls for painting; installing and repairing guardrails and dome posts; inspecting and maintaining bridges for structural integrity; removing debris from roadway; 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.

**Water Quality**

- Skilled in personal hygiene best practices

**MINIMUM QUALIFICATIONS:**

**Streets/Special Operations:**

- Eighth grade education.

**Water Quality:**

- High School Diploma or G.E.D.

**Water System Maintenance:**

- High School Diploma or G.E.D.
- A Class C Water License and Collections II Wastewater License must be obtained within thirty months of employment.

**Water Distribution/Meter Services:**

- High School Diploma or G.E.D.

**PREFERENCES:**

- Class A Commercial Driver's License.
- TCEQ issued occupational licensing.
- One year of related maintenance and/or construction experience.

**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 possess a valid motor vehicle driver license.
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

**Water Distribution/Meter Services**

- TCEQ Class D Water License within twelve months of employment.
- Must obtain a Class A Commercial Driver license within six months of employment.

**Water Quality**

- TCEQ Class D Water License within twelve months of employment.

**Water System Maintenance**

- TCEQ Class D Water License within twelve months of employment.
- TCEQ Class I Wastewater Collections License within eighteen months of employment.

### **Special Operations**

- Must obtain Class A-CDL Texas Driver's License with fifth wheel endorsements within 6 months of employment.

### **Streets**

- Must obtain Class A-CDL Texas Driver's License within 6 months of employment.