



CITY OF DALWORTHINGTON GARDENS

City of Dalworthington Gardens Job Description

Job Title:	Full-Time Public Works Maintenance Worker
FLSA:	Non-Exempt
Salary:	Dependent on Qualifications
Department:	Public Works
Reports To:	City Administrator
Work Location:	City Hall, 2600 Roosevelt Drive

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

General Summary:

Under the supervision of the Public Works Director, performs semi-skilled general labor in the maintenance of the City water utilities system (water and sewer), streets and alleyways, drainage, City facilities, and City parks; operates hand and power tools and equipment in accordance with all safety regulations and procedures. This position is also required to do on-call rotations, which typically equates to every third week for a seven day period. Position does perform some animal control job duties to include but not limited to picking up animals and routing to shelter or other appropriate facility. **Additional pay is earned for obtaining Water/Wastewater licenses and animal control certification.**

Benefits included:

- 20-year retirement plan with the Texas Municipal Retirement System
- 5-year vesting and a 2:1 City match
- Life insurance (1x salary)
- Paid long-term disability and short-term disability
- 100% paid health insurance for employee, with 50% paid dependent coverage
- Health Savings and Health Reimbursement plans offered
- Flexible spending account
- Voluntary Dental, Vision and Life Insurance
- Paid vacation
- Paid sick leave
- Longevity pay
- 13 holidays, which includes 1 floating holiday



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Supervision:

General supervision is provided by the Public Works Director.

Status/Schedule:

Full-time, non-exempt, at-will

A. Job Duties and Responsibilities:

- Performs semi-skilled general labor tasks in order to maintain City water utilities system as assigned (water and sewer); duties may vary according to job assignment and individual skills.
- Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures; reports safety hazards, equipment problems and emergency situations.
- Assists in the repair and maintenance of water and wastewater system and components; inspects water and wastewater lines; repairs line leaks and breaks; cleans and maintains lift stations; maintains and flushes water hydrants; checks and cleans valves and manhole covers; digs and fills holes and trenches; maintains landscaping; clears trash, brush, weeds and debris from adjoining areas.
- Assists in the installation of new water, sewer systems and components.
- Operates and maintains a variety of specialized tools and equipment; assists with maintenance work on tools and equipment.
- Maintains daily work logs and records of maintenance services performed.
- Follows all safety rules and regulations to minimize risk of accidents.
- Responds as directed to perform emergency cleaning and maintenance work.
- Cross trains in all utilities maintenance tasks.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Cooperates with co-workers professionally to accomplish work efficiently and effectively.
- Has regular, predictable attendance; attendance is a factor in continued employment with the City
- Participates in city events, as needed.
- Animal control duties, as assigned.
- Performs other duties as assigned or required.

B. Required Skill in:

- Operating and maintaining tools, equipment and vehicles according to standard procedures.
- Performing heavy manual labor including lifting and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Following and maintaining safety standards.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating verbally by means of two-way radio, telephone, and in writing through completion of various records, reports, memos, and letters.
- Operating a computer, software, and other technology to perform various departmental tasks.



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C. Physical Demands / Work Environment:

1. Physical requirements include occasional lifting/carrying of twenty to fifty pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment; occasionally required to stand, walk, reach with hands and arms, kneel, stoop or crouch.
2. The employee must be able to climb into and onto and operate light and heavy equipment, such as tractors, trucks, rollers and dozers, as needed. The employee must bend and climb while making street repairs, as needed.
3. Work is performed in an office and at construction site environments, including park sites.
4. May be subject to exposure to extreme weather conditions.

This 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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CERTIFICATION

Employee Signature

Date

Immediate Supervisor

Date