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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* www.freeport.tx.us

**POSITION TITLE:** Field Crew  
**DEPARTMENT:** Street Department  
**RATE CLASS:** Hourly/Monday-Friday  
**REPORTS TO:** Street Director  
**SHIFT:** 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

**EDUCATION AND EXPERIENCE:** High School Diploma or GED. Two years experience on concrete preferred, not required

**JOB SUMMARY:**

Constructs, repairs, and maintains some city concrete structures. Be able to work with other employees, form for street concrete pours, tie, rebar, and pour concrete. Mowing street property and right of ways. Level work for drainage; perform other duties as assigned. Employee will keep area stocked with materials needed for his job skills.

**Certifications/Licenses:**

**Valid Driver's License Class C and/or above is required for this position.**

Other certifications are not required (preferred) or limited to:

- Concrete Certification
- Machinery qualifications

**TOOLS AND EQUIPMENT:**

- Tools and equipment pertaining to street maintenance and repair.
- Mowers, weed eaters, pesticides, spray, concrete
- Small tools and equipment pertaining to street maintenance and repair
- Simple office and logging abilities (Know how to write legibly and able to be understood by the Supervisor)
- Dump trucks
- Pay loaders
- Back hoe
- Other machinery depending on the assigned tasks given by the Supervisor

**DUTIES & RESPONSIBILITIES:**

- Maintain tools and shop equipment.
- Maintain service repair orders

- Maintain maintenance schedules and perform preventative maintenance
- Order and acquire parts and supplies as needed
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality service.
- Maintain familiarity with industry specific methods and procedures; along with, terminology and symbols
- Communicate orally with supervisors, co-workers, and the public in a variety of settings
- Use and interpret graphic instructions such as mechanic manuals
- Accurately use mechanical, diagnostic, hydraulic, power, and welding tools
- Maintain records with accuracy and neatness
- Follow all safety procedures
- Be call-out available
- Train others where required
- Properly inspect vehicles and maintain necessary records
- Schedule and oversee major repairs sent to outside vendors
- Perform accurate mathematical calculations related to this field
- Operate and maintain all computer programs and documents utilized within the department
- Demonstrate continuous effort to improve knowledge and skills within this field

**OTHER QUALIFICATIONS:**

- Be able to read and follow instructions
- Write reports and document maintenance forms
- Work with other employees on a daily basis
- Be presentable and available when needed
- Responsible for upkeep of equipment
- Have knowledge on operating heavy equipment is a plus

**OTHER DUTIES:**

- Be Safety conscious of all equipment; weed eaters; mowing tractors; chop saw; grinders; chainsaw; pole saws; knowledge on use of concrete tools
- Regularly check equipment to indentify repair and maintenance needs. Timely submit equipment for repair along with required paperwork to proper personnel.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job.
- While performing the duties of this job, the employee is frequently exposed to the outdoors, in dry, hot, cold, wet, and/or humid conditions. The noise level in the work environment is moderately quiet.
- The employee in this position will be required to remain available for immediate call-in duty to any natural or manmade disaster, or any other event the Street Department may deem necessary.

This job description is intended to describe the general nature of work performed by the Field Crew and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor.

**PHYSICAL/MENTAL REQUIREMENTS:**

Physical: Must be able to pass a physical examination and drug screen. Must also be able to sit, stand, walk, and lift heavy loads (100lbs max) for extended periods of time. Must also be able to kneel; and must have proficient vision, hearing, and verbal abilities. Must be able to travel to job sites within the city and limited travel outside the city. This position requires strenuous physical work as well as continual movement and lifting. Job assignments may require work under adverse weather and physical conditions.

Mental: Ability to work under pressure, with time constraints, and with numerous distractions. Must be able to maintain good ethics, working relationships and public service skills in adverse circumstances. Must be able to comprehend and follow instructions, be a team player, self starter, and take initiative.

**SECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, reference and criminal background checks, physical fitness and drug screens are required. In addition, job related tests may also be required. The Duties listed above are intended only as illustration 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 City of Freeport and the employee. All employee job descriptions, pay rates, and employment are subject to change at the discretion of the City Manager as the needs of the City change with or without notice. The City of Freeport is an employment-at-will employer as defined under the Texas common law. As such, then employment relationship between the employee and the City is terminable at the will of either the City or the employee, with or without cause, at the time with or without notice, and for any reason.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date

**Job Description:** Field Crew