



**City of Freeport
JOB DESCRIPTION**

POSITION TITLE: Public Works Maintenance Tech I

DEPARTMENT: Public Works FLSA Status: Non-Exempt Approved by HR: 09-28-2020
Standard Work Hours: Monday – Friday, 7:30 am – 4:30 pm. Non-standard hours may be required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.

GENERAL JOB SUMMARY: Under direction of the Department Supervisor, provides highly skilled technical assistance to assigned areas of responsibility; performs related work as required.

Responsibilities include activities in primary public works functional areas, including:

- **Grounds Maintenance** – Includes parks, playground areas, public spaces, street medians and landscaping, street trees, trails and related structures.
- **Street Maintenance** – Includes street pavement, storm drainage, and sidewalk maintenance and repair, pavement legends/stripping, public signage, streets sweeping, and graffiti abatement.
- **Facilities Maintenance** – Includes all City owned facilities, trailers, parking equipment.

ESSENTIAL FUNCTIONS: *Essential functions may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential functions may include, but are not limited to, the following:*

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| ESSENTIAL DUTIES | % of TIME |
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| 1. | Provides labor in assigned areas of responsibility. | 10 |
| 2. | Provides daily operations of the Public Works Department | 10 |
| 3. | Conducts maintenance and repairs utilizing equipment | 10 |
| 4. | Maintain safe working conditions for the workforce and public. | 10 |
| 5. | Contributes to work site actions to ensure that safety rules and regulations are followed | 5 |
| 6. | Operates light machinery | 5 |
| 7. | Reports problems and emergency situations, recognizes, avoids, and reports unsafe acts to immediate supervisor | 5 |
| 8. | Responds to emergency maintenance requests during normal hours and after hours | 5 |
| 9. | Must maintain cell phone for city use | 5 |
| 10. | Represents the City in a professional manner with the public, | 5 |



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| | governmental agencies; handles difficult complaints and inquiries. | |
| 11. | Collects necessary materials, tools, equipment and instructions before arrival on the job site | 5 |
| 12. | Works closely with other members of the Public Works Management team to provide a coordinated and supportive approach to service delivery. | 5 |
| 13. | Ensures that all equipment and machinery is fueled for emergencies | 5 |
| 14. | Maintains daily work activity logs | 5 |
| 15. | Responsible for emergency call out. | 5 |
| 16. | Performs other duties as assigned. | 5 |

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge:

- Principles, practices, methods and materials for municipal maintenance projects and activities
- Principles, practices and techniques related to street, facilities, parks, facilities, horticulture and equipment maintenance
- Safety practices pertaining to the lines of work
- Applicable state and federal laws and regulations

Skills In / Ability To:

- Completing maintenance work orders
- Following directions of Supervisor
- Promoting safe work practices
- Analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively.
- Maintain accurate records and prepare clear and concise reports and correspondence.



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MINIMUM QUALIFICATIONS: Education, Licenses/Certifications, & Experience

Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.

REQUIRED:

- **Education:** High school diploma or GED
- **Licenses / Certifications:** Requires Texas Driver's License (Class B or higher), and Safe Driving Record.
- **Experience:** minimum of (2) years of maintenance experience in Streets, Drainage, Parks/Grounds, or Building Maintenance.

PREFERRED:

- Heavy Equipment Operator Certification preferred but not required.
- Electrical, plumbing, and/or HVAC licenses preferred, but not required.
- Safety training certifications preferred.

PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve routine physical effort, which may include exerting at least 50 lbs. of pressure; lifting, pushing, pulling, and carrying objects and supplies, also at least 50 lbs. This position requires frequent walking, sitting, carrying, crouching, crawling, foot controls, balancing, reaching, and fine dexterity. Requires operation of heavy and motorized equipment. Requires continual visual and audible awareness of surroundings. May work in adverse weather conditions.

Employee acknowledges position requirements and asserts ability to perform duties of position.

Employee Signature: _____ **Date:** _____