

**CITY OF HUTCHINS**  
**Public Works Maintenance Worker**

**JOB DESCRIPTION**

**JOB TITLE:** Public Works Maintenance Worker    **FLSA:** Non-Exempt

**PAY GROUP:** 12

**EEOC CATEGORY:** Service Maintenance

**GENERAL SUMMARY**

To perform the maintenance and repair of city facilities, parks, streets, and drainage. Cleans city streets and operates equipment used in the repair and maintenance of streets and sidewalks. Performs grounds maintenance, including mowing, weed eating, edging, blowing, pruning, and trimming. Cleans and clears debris and refuse from city parks regularly.

**SUPERVISION**

General supervision is provided by the Crew Leader and/or Public Works Supervisor/Animal Control Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates a variety of equipment including trucks, air compressors, rollers, mud-jack, tar pots, concrete mixers, saws, jackhammers, electric drills, and other similar equipment and machinery in repairing and installing concrete, asphalt, and drainage structures.

Utilizes a variety of hand and power tools.

Assists in routine maintenance of such equipment; assists with collection and cleaning of tools and materials after utilization.

Inspects and restores equipment fluid levels, including oil, fuel, water and transmission fluid; lubricates equipment as needed; reports the need for repairs.

Performs streets maintenance and repair work in both asphalt and concrete mediums.

Prepares for pouring concrete and laying asphalt, to include mixing by hand where applicable.

Participates in traffic control activities.

Provides support to assist division staff in the completion of their duties and responsibilities.

Maintains safety regulations, including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.

## ***Public Works Maintenance Worker***

---

Prepares site locations, including placing barricades and warning signs for safety; building, painting, and repairing barricades as necessary.

Cuts or trims vegetation as requested, including trimming trees, mowing, weed eating, and removing and transporting a variety of debris.

Responds to emergency situations as requested, including hazardous and severe weather conditions.

Ensures the adherence to safe work practices and procedures.

### **OTHER DUTIES AND RESPONSIBILITIES**

Assists with Animal Control and Building Maintenance duties as needed.

Perform all other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

High School Diploma or GED.

#### **EXPERIENCE**

None required.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Uses and purposes of general construction and maintenance tools and equipment.

Proper safety precautions related to all work performed.

#### **Skill in:**

Using various types of manual and electrical tools.

#### **Ability to:**

Work on-call.

Learn City and departmental policies and procedures.

Learn how to perform unskilled and semi-skilled tasks in a variety of construction and

## ***Public Works Maintenance Worker***

---

maintenance activities.

Maintain assigned equipment and associated parts including verifying and replenishing fluid levels. Learn to operate a variety of tools.

Use oral communication clearly and concisely.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Perform difficult manual labor tasks including lifting heavy weights, stooping, bending and twisting.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate depths. Tasks require the ability to perceive and discriminate textures. Tasks require visual perception and discrimination.

**Environmental Factors:** Tasks risk exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, traffic hazards, smoke, wetness, strong/toxic agents/chemicals, machinery, vibrations, and bright or dim lighting.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City Administrator.