City of Lyford
Public Works Maintenance
Job Description

Department: Public Works
Status: Full-Time | Hourly
Reports to: Public Works Director
Directs: None

JOB SUMMARY:
This position is assigned to the Department of Public Works and is responsible for in the provision of a wide variety of City services related to streets, parks, facility maintenance, solid waste and utilities under the general direction of a Public Works Director.

ESSENTIAL JOB FUNCTIONS:

- Operates tractors, mowers, trimmers, trucks and other vehicles, equipment and tools
- Performs minor and preventative maintenance on equipment
- Performs tree and vegetation removal and trimming as needed, also maintains chainsaws in a ready state for use as needed
- Maintenance, repair, and operation of water distribution, wastewater collection, streets, storm drainage, parks, and municipal facilities
- Performs minor and preventative maintenance in City facilities
- Reads water meters, if required, for verification of readings
- Performs turn Ons/turnoffs and other customer service tasks as needed
- Maintains assigned vehicle(s) in a clean, safe and operable condition
- Responds to after-hours calls whether scheduled or not
- Assist other departments as directed
- Performs other duties as assigned
- Must have or be able to obtain TCEQ licensing within one (1) year of employment if not currently licensed. This position will require additional certifications as required by TCEQ to maintain the water and waste water system infrastructure.
- Maintains certifications and participates in continuing education programs

OTHER DUTIES
Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION AND EXPERIENCE:

- One year of general construction experience
- High school diploma or G.E.D. preferred but not required

LICENSES OR CERTIFICATES:

- Valid Texas Class C driver license

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of safety practices and requirements of the job
- Ability to work well with others
- Knowledge of operation of tools and power equipment

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to lift up to 50 pounds on a regular basis
- Visual acuity, speech and hearing, hand/eye coordination and necessary to operate tools and equipment associated with the job
- Working conditions are in a field environment
- Must be able to pass a drug and/or alcohol screen
- A background check may be conducted due by the City of Lyford in order to support the City's commitment to maintaining a safe, professional, and productive work environment.

BENEFITS:

- Medical and Life insurance paid at 100% for employee, TMRS 1:1 @ 5%

Note: As the City's demands change so will the essential functions of this position.
The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job 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 contract and is subject to change as the needs of the employer and requirements of the job change.

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Employee Acknowledgement by Signature

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Printed Employee Name

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Date