

## **THE CITY OF MAUD, TEXAS**

### **POSITION TITLE: MAINTENANCE OPERATOR**

#### **KIND OF WORK**

Under general direction from the Mayor/City Administrative Manager, the purpose of the position is to ensure efficient operation, maintenance, and repairs on city equipment, streets, and any other deemed repairs necessary. This position is responsible for setting water meters, street repairs, operating heavy equipment, sign repair, maintaining easements, mowing, and weed eating. Performs other related work as required.

#### **EXAMPLES OF WORK**

##### **ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Read Water Meters

Checks and maintains equipment to ensure proper function.

Ensures the safe operating conditions of the work site, i.e., traffic hazards, equipment operation, required barricades, road and site areas.

Excavates trenches for main placement; applies temporary patches to street surface following repair.

Raises, lowers and repairs valve boxes; installs water meters; installs valve boxes.

Locates breaks, leaks.

Serves as call out crew, as needed.

Operates equipment such as tractors, backhoes, front-end loaders, jet trucks, and skid steer, in the performance of tasks as qualified.

Street and sign repair and maintenance.

Mowing and weed eating city property and city park.

Assists in all tasks as directed.

Performs related duties as assigned.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as assigned.

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

Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed scheme or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures, and standards.

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Requires the ability to utilize a wide variety of reference data and information, such as water and sewer maps, work orders, and City Personnel Policy.

Requires the ability to perform addition, subtraction, multiplication, and division.

Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

Requires the ability to perform coordinated movements involving placing and turning motions, such as operating a backhoe, front-end loader, ½ or ¾ ton truck, water pump, probe rod, and various tools.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Must have a high school diploma or GED. Training, and/or experience a plus.

Valid Texas Driver's License required.

Must be able to pass pre-employment drug screening and physical.

### **ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, 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: Some tasks require visual and odor perception and discrimination.

Environmental Factors: Task will require exposure to heat and sun and inclement weather conditions.