

TOWN OF PECOS CITY JOB DESCRIPTION

WORKING TITLE: Pecos Proud Maintenance Worker

DEPARTMENT: Public Works Department

REPORTS TO: Pecos Proud Crew Leader

NATURE OF WORK/SUPERVISION

Works under the general supervision of the Public Works Director, who assigns major tasks and duties. Is responsible for performing routine duties normally involving physical labor for the maintenance of City streets and rights-of-way including: street clean-up, trash collection and removal, street sweeping, cleaning sidewalks, storm drainage systems maintenance, parks and open areas, maintain planting beds, and general maintenance of facilities.

ESSENTIAL JOB FUNCTIONS

Performs, but is not limited to performing, the following tasks:

- Works as part of a maintenance crew. Cleans streets, parks and rights-of-way of general debris. Cuts grass, applies pesticide and trims shrubs, trees and other vegetation along street rights-of-way. Plants, waters and maintains landscaped areas. Maintains entrance signs within rights-of-way.
- Assists in the completion of street and sidewalk sweeping.
- Cleans and maintains City-owned drainage facilities, including removal of debris from catch basins and other storm facilities.
- Acts as a flagger to alert traffic and protect crew when required; sets up and picks up cones after work in the right-of-way.
- Operates a variety of tools, including, but not limited to: jackhammer, tamper, lawn mower, weed-eater, brooms, hand tools, gardening tools and carpentry tools.
- All other duties as assigned by the Supervisor(s) or Department Head.

KNOWLEDGE, EXPERIENCE AND ABILITIES

- Knowledge of the methods, materials, practices, procedures, and equipment used in the construction and maintenance of public works facilities.
- Experience working safely and efficiently with field crew personnel or alone, as assigned tasks may warrant.
- Knowledge and experience in water irrigation systems.
- Knowledge of safety procedures and regulations.
- Mechanical aptitude suitable to understanding operation of public works systems.
- Ability to perform strenuous physical work.
- A willingness to learn and progress through self-study and on-the-job training for advancement to higher positions.
- Establish and maintain effective working relationships with other employees, contractors, and the general public.

TITLE: BEAUTIFICATION/ ROW CLEAN-UP CREW

- Must be able to communicate, read, write and understand written instructions in English.
- Work within established guidelines, policies and procedures.
- Regular and punctual attendance is an essential function.
- Must have a valid driver's license and be able to legally operate a City-owned vehicle.

WORKING CONDITIONS

Work is performed primarily outdoors. Work may likely expose the employee to inclement weather and safety hazards such as falling objects, heavy equipment, power tools, noise and vibration, dust and dirt, fumes and odors, uneven or rough terrain and requires climbing, bending, stooping, kneeling and crawling.

MINIMUM QUALIFICATIONS

Following are the minimum qualifications:

- Eligible to Work in the United States.
- Valid Texas State driver's license with a driving record free from serious or frequent violations.
- Required to obtain and maintain a Pesticide Applicator License within six (6) months of employment.
- Ability to communicate respectfully and tactfully with customers (internal and external).

Created 7/2018

Revised 1/2019