

**CITY OF ANAHUAC  
FY 2015 JOB DESCRIPTIONS**

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| <b>Position:</b> Maintenance Crewmember  | <b>Department:</b> Utilities   |
| <b>Supervised by:</b><br>Maintenance & Repair Foreman,<br>Utility Operator, or designate | <b>Salary Level:</b> Per Annual Budget<br><b>FLSA Status:</b> Non Exempt |

**Job summary:**

Under the direct supervision of the Maintenance & Repair Foreman or Utility Operator performs a variety of routine manual, semi-skilled and skilled duties for the purpose of maintaining the city's infrastructure, including utility systems, Rights-of-Way, plants, and facilities. Duties may also include the operation of equipment.

**Essential Job Functions:**

*The duties listed below are intended as illustrations of the types of work that may be performed. 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.*

- Assist in the repair of water and/or sewer system including making water and sewer taps, installing water meters, manholes, and water and sewer lines.
- Maintains equipment by servicing vehicles or equipment with water, oil, gas, and air and cleaning, lubricating and maintaining tools and equipment.
- Mows city facilities and right of way
- Operates excavator, backhoe and similar equipment.
- Operates power and hand tools including pumps, saws, generators, drills, and sewer jet/rod
- Loads, unloads, and operates light equipment in support of a variety of repair, maintenance and construction operations of streets, drainage or utility systems.
- Assures work is performed in accordance with federal, state, and local laws, rules, and regulations, and within mandated and appropriate safety standards
- Performs preventative maintenance on all tools and equipment by checking tires, lights, brakes, fuel, oil, water and other fluid levels, observes gauge indicators or warning lamps to assure proper functioning of equipment and stops equipment operations when severe trouble is indicated
- Collects and hauls trash, garbage, debris, dirt, sand, gravel, etc.
- Safety operates hand tools and power tools including shovels, picks, circular saws, chainsaws, drills, etc.
- Places street barricades and cones prior to performance of duties, as required, and directs traffic, if required.
- Performs other related duties as required
- Responds to emergency calls after hours on rotating schedules

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- Attends training and meetings as required or assigned
- Subject to emergency callout
- Subject to rotating weekend/after-hours duty

**Minimum Job Requirements:**

- High school diploma or GED
- Two years prior job experience
- Ability to read and write simple sentences containing subject, verb, and object and/or series of numbers, names and addresses
- Ability to pass mandatory drug/alcohol screen test
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to read and interpret maps, sketches, drawings, specifications and technical manuals
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public

**Physical Requirements:**

Physical strength and ability to perform heavy manual labor for extended periods under dirty and uncomfortable conditions in all kinds of weather is required, including the ability to lift, carry, push, or pull objects or materials up to 100 pounds occasionally, 50-100 pounds frequently and 20-50 pounds two thirds of the time or more. The position requires the ability to work in confined spaces, in traffic and exposure to noise, fumes, and chemicals, as well as frequent standing, walking, carrying, climbing, bending, crouching, kneeling, reaching, pushing, pulling, grasping and continuous hand and finger movement. The position also requires sufficient visual acuity to operate assigned machinery and equipment and the ability to speak and hear.

*This job description does not constitute an employment contract and is subject to change as the needs of the City of Anahuac and the requirements of the job change. Regular and consistent attendance, productive work effort, efficient use and care of equipment and resources, situational awareness, positive attitude and demeanor, willing cooperation with supervision and instructions, initiative, responsiveness, courtesy, and a demonstrated commitment to public service and quality workmanship are conditions of continuing employment.*

Approved by City Council on: Oct. 14, 2014

City Administrator:  10/21/2014

Mayor: \_\_\_\_\_

Employee Acknowledgement/Date: \_\_\_\_\_