

CITY OF MONAHANS

Job Description

Job Title: Maintenance Worker & Driver - Operator

Department: Public Works-Parks and Cemetery Departments

Reports To: Public Works Foreman

FLSA Status: Regular Non-exempt

Approved By: Rex M. Thee, City Manager

Rev. 3/2023

SUMMARY

Park maintenance workers are skilled employees who are employed by the City of Monahans to maintain the health and safety of landscapes and features in public parks. Under general supervision, these workers must maintain the beauty of park grounds by keeping lawns green and tending to annual flowers and trees that change with the seasons. They are required to operate a variety of heavy and light motorized equipment to transport materials and tools that are necessary to perform maintenance operations; operates trucks with capacity of more than 3 tons to transport materials to and from specified destination. Park maintenance workers must also perform safety inspections on playground equipment to ensure safe use by the public. Related work may include general labor in landfill, streets, shop and/or cemetery.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs any combination of following duties to typical task they are likely to perform in their roles. Other duties may be assigned.

Assisted in general maintenance work, including lawn mowing, watering, edging, seeding, snow removal, cultivating, fertilizing, sod laying and hedge trimming, sweeping and raking of litter and emptying of receptacles. occasionally using chemicals to treat areas of weed outbreaks.

Use shovels, picks, and/or rakes to dig, chip, hack, or move dirt or other materials.

Can operate all motorize equipment such ass blowers, weed trimmer, pruner, edge mowers, and all equipment associate with turf management.

Conduct routine building maintenance, including basic electrical and plumbing repairs.

Operate CDL dump, garbage and sweeper trucks.

Assist in road maintenance, such as paving asphalt and directing traffic.

Utilize CDL when require to operate large trucks, move equipment and/or other machinery.

Operate mechanical sweepers, wheel and track loaders, motor grader, backhoes, and bobcats.

Perform minor repair work including plumbing, electrical, painting, carpentry, metal work and vehicle repair.

Operates heavy equipment, and machinery such as front-end loader and backhoes, tractors, mowers, dump trucks, maintainer, trucks and various equipment.

Maintain grounds and buildings of parks and other city buildings including mowing, snow plowing, building park shelters and buildings.

Responsible for cleaning, washing, preventative maintenance and servicing of equipment.

Uses good judgment to work safely and use equipment properly.

Ability to maintain records and complete a variety of reports, for TDA in herbicide usage according to city, state and federal regulations.

Works safely, follows safe work practices, and identifies and reports unsafe work conditions.

Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.

Performs other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to two years related experience and/or training; preferred, but not required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must successfully complete training and receive a Noncommercial Certified Applicator License from TDA within two years of employment date. Failure to do so may result in termination.

Must have or, be issued a Texas Motor Vehicle License minimum Class B Commercial Driver's License within one year of employment. License must remain valid for term of employment. Failure to do so may result in termination.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk, sit use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift, push, and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters performing the essential functions of this job. Reasonable accommodations may be made to enable individuals’ disabilities to perform the essential functions.

While performing the duties of this job, the employee’s activity may involve being in and around moving equipment. The employee is subject to weather conditions of the seasons, frequently exposed to outside weather conditions, fumes, gasses, and exposure to dust. The employee is occasionally exposed to wet and/or humid conditions; or airborne particles; toxic or caustic chemicals and vibration. Incumbent may be also exposed to hazardous chemicals. The noise level in the work environment is usually moderate.

OTHER CONDITIONS

With other qualifications being equal, job preference is given to persons residing within the corporate city limits of Monahans.

Successful applicants must reside within a proximity of Monahans which would allow a response to a civil emergency within a reasonable time, that time being 30 minutes.

Salary is commensurate with experience and qualifications. Minimum starting salary \$22.50/hour.

As a condition of employment, any applicant selected for this position will be required to submit to testing to screen for illegal drug use and a medical and physical demand examination prior to employment. Employment will be contingent upon a positive physical and medical examination and a negative drug screen.

I hereby acknowledge receipt of a copy of this job description in relationship to my employment with the City of Monahans. I have reviewed this description and understand the requirements of my classification.

Name (Printed or Typed)

Signature

Date