



Public Works Serviceman

EEO CATEGORY: Skilled Craft

FLSA: Non-Exempt

POSITION REPORTS TO: Public Works Director

SALARY RANGE: \$24,783 – 35,936

SUMMARY

Under basic supervision, in the maintenance and repair of City infrastructure and water systems for the Public Works Department (PWD).

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performing repair and maintenance activities for the Public Works Department (PWD); prioritizes and assigns tasks; assures that all safety rules and regulations are observed on the job site.
- Assembles and stages materials, supplies and equipment at the job site.
- Reviews work of assigned staff for work quality and timely accomplishment of assigned duties; maintenance of equipment; monitors work methods and activities, and enforces compliance to PWD policies, procedures, and quality standards.
- Follows and enforces all safety rules and regulations, and monitors work site safety standards; reports safety hazards, equipment problems, repair needs, security issues, and emergency situations.
- Operates a variety of vehicles, equipment and tools in accordance with safety regulations and procedures.
- Assists with the training and cross-training of PWD staff.
- Performs duties of Public Works Serviceman as needed to meet workload demands.
- Supports the relationship between the City of Shavano Park and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Maintains and repairs water systems, including but not limited to, making water taps, installing water meters, manholes, reading meters and construction of new or replacement of water lines.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School Diploma or GED equivalent; AND three years of experience in infrastructure repair and maintenance, and water utility operations, preferably with the City of Shavano Park; OR an equivalent combination of education, training and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Methods, materials and equipment used in PWD infrastructure maintenance and repair.
- Methods and techniques for managing water distribution system equipment.
- Federal and state safety regulations, safe work practices, occupational hazards and safety precautions in a utility plant.

Skill in:

- Safe and efficient operation and maintenance of vehicles and equipment according to standard operating and safety procedures.
- Leading and coordinating work crews, and prioritizing multiple tasks and projects.
- Using proper safety precautions, and identifying problems and emergency situations.
- Promoting and enforcing safe work practices.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Texas State Commercial Driver's License is required. Specific technical training and Texas Commission on Environmental Quality (TCEQ) Class "C" License Groundwater required or able to obtain within six (6) months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at City facilities; requires constant physical efforts; may be exposed to safety hazards and dangerous tools and equipment.