

CITY OF MONTGOMERY, TEXAS – Job Description – PUBLIC WORKS

April 2019

Identification:

Position Title:	Maintenance Technician I
Department:	Public Works
Supervises:	N/A
Immediate Supervisor:	Public Works Foreman
FLSA:	Non-exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Job Description:

A Maintenance Technician performs a variety of intermediate skilled duties including the operation of water, sewer, and storm drain pipe maintenance and construction. Assists the Crew Leader with providing basic assessments of the condition of water, sewer, and storm drain systems, installing manholes and storm drain boxes, and helps complete repairs, replacement, and rehabilitation to the system. This position would also include: maintenance of City parks and facilities, street maintenance and repairs, along with inventory and replacement of street signage, and other related duties as required. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour callouts, plus any City special events, as required by your supervisor. This position receives guidance from any Crew Leader/Maintenance Technician II, when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installation and maintenance of water taps, hydrants, valves, under supervision as needed.
- Repair of main breaks and service leaks, under supervision as needed.
- Installation of sewer mains, taps, manholes, under supervision as needed.
- Works on sewer main breaks, operates roofer machine for sewer backups.
- Works on pumps and motors, climbs ground storage tanks at water plants.
- Reads meters and disconnect, reconnects turn off list when needed.
- Operates and maintains light and heavy equipment, back hoe with front end loader, and 6-cubic yard dump trailer, etc.
- Stocks vehicle with necessary equipment and materials.
- Daily operation and maintenance of City parks, including playground equipment, restrooms, trash receptacles, light fixtures and pressure washing sidewalks.
- Street and drainage maintenance, culvert maintenance, pothole repairs, grading of ditches, emptying trash receptacles in Historic District of City.
- Assist with City's water/sewer operator during repairs and maintenance of City's wastewater treatment plants, water plants, and lift stations.
- Cleans, organizes, and maintains facilities, tools, and equipment.

- Sets up work zone areas for traffic control. Promotes and practices a safe working environment.
- Assists Crew Leader with any tasks being performed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High School diploma or equivalent.
- Obtain Class D Texas Water Operator License and Class I Sewer Collection Operator License within 1 year of employment anniversary.
- Valid Class C Texas Driver's License.

PREFERRED REQUIREMENTS:

- Valid Class A or B Texas Commercial Driver's License.
- Class D Texas Water Operator License and Class I Sewer Collection Operator License.
- One to two years' experience in Public Works operations.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operates a company vehicle and equipment daily.

Employee _____ Date _____

Supervisor _____ Date _____