

**CITY OF LA VERNIA, TEXAS
PUBLIC WORKS/UTILITIES
JOB DESCRIPTION**

General Statement of Duties:

Assist with the maintenance of the city streets, drainage, buildings and grounds and water and sewer utilities.

Supervision Received:

Limited supervision is provided and job related decisions are reviewed by the Public Works Director.

Required Knowledge, Skills and Abilities:

Knowledge of: Methods, practices, materials and equipment used in street and drainage system maintenance; use and care of tools and specialized equipment.

Skills/Abilities: to understand and follow directions learn to operate standard maintenance equipment; applying safety standards to prevent hazards; tolerate outside working conditions, including exposure to adverse weather conditions; recognize hazardous situations (e.g. bad dogs) and deal with them; work under stress (e.g. irate customers); establish and maintain effective working relationships with co-workers.

Safety/Physical Requirements: Moderate. Drive city vehicles daily. Operate hand held computers to record water usage. Walk two (2) to eight (8) miles on all types of surfaces and in all weather conditions. Position requires bending, stooping, lifting up to 50 lbs. Specific vision abilities are required in this position.

Organizational Relationships:

1. Reports to: Public Works Director

2. General: Has contact with other city employees and occasionally with the general public.

3. Other: Will report to job site for instruction from supervisor.

Fundamental Duties and Responsibilities:

The following are examples that are to be illustrative and are included but not limited to the job description of this job

- Employee must attend technical training programs in the water and wastewater field. (City will incur costs of training)
- Employees must pass Water Certificated Exam (D) within six (6) months from date of hire and within one (1) year of hire date must take and pass Water Certification Exam (C).
- Must be able to follow instructions and perform tasks with little and/or no supervision in a timely, yet efficient manner.
- Perform duties essential in maintaining the city's water distribution and wastewater collection system. Also aids the utilities operator in installing new water and sewer taps, repairing water and sewer leaks, performing preventative maintenance on water and sewer mains.
- Read water meters on a monthly basis.
- Perform duties in maintaining street (e.g. repairing pot holes with hot patch procedure, keeping city right of way clear of debris)
- Set up barricades at work sites to warn traffic of hazardous areas.
- Loads, unloads, and transports necessary materials for assigned projects.
- Maintains plants, grass, and trees and brush, including using a chainsaw and/or other light equipment.
- Must be a team player and be able to adjust to a wide range of personalities without conflict.
- Other duties deemed necessary.

Material and Equipment Directly Used:

Experience driving dump truck and back hoe, various handheld tools and equipment

Certificates & Licenses Required:

- Valid Class C License
- High School Diploma or GED Equivalent
- Preferred Class C Water License

FLSA Classification – Non-Exempt

At-Will Employer:

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary: Negotiable depending on qualifications, license & experience.

Please submit resume to:
(IN PERSON) City of La Vernia, 102 E Chihuahua St. , La Vernia, Texas 78121

(MAIL) City of La Vernia, P.O. Box 225, La Vernia, Texas 78121-0225

OR

By email: Yvonne.Griffin@lavernia-tx.gov

Position open until filled.

THE CITY OF LA VERNIA IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, and NATIONAL ORIGIN OR DISABILITY