

**City of Meadows Place**  
**Public Works Maintenance Worker**

<b>Job Title:</b>	Public Works Maintenance Worker
<b>Supervisor:</b>	Public Works Director
<b>Salary:</b>	Up to \$42,000 Annually DOQ (Full Time) Medical, Dental, Vision (Covered 97% by the City) TMRS Retirement (Matched 2:1)
<b>Hours:</b>	9/80 Schedule Monday – Thursday 7:00 a.m. to 4:30 p.m. Every other Friday 7:00 a.m. to 3:30 p.m. Rotating On-call nights, weekends, and holidays with Pay Stipend

The City of Meadows Place is seeking to fill the vacant position of Public Works Maintenance Position. This individual will demonstrate qualities such as: Self-Starter, Motivated Team Player, Quality above Quantity, Eye for Details, always striving and concentrating on becoming proactive in nature as opposed to reactive concerning acceptable results of all assigned task(s) and associated services.

**Job Responsibilities:**

**Grounds Keeping**

- Ability to mow, edge, weed eat, trim trees / shrubs.
- Ability to perform irrigation repairs and preventative maintenance to irrigation systems involving City owned parks, facilities, & grounds.
- Ability to perform daily trash pickup on City esplanades, buildings, and grounds; inclusive of collecting / disposing of reported dead animals within City limits.

**Maintenance of City Facilities**

- Ability to perform maintenance to both exteriors and interiors of municipal facilities.
- Ability to set up signage for both night court and day court.
- Ability to perform basic plumbing / minor electrical repairs to City facilities and buildings.
- Ability to service all city owned flag poles and flags.
- Ability to perform all other tasks as assigned.

**Maintenance of City Streets and Right of Ways**

- Ability to perform maintenance & repairs to street signs, poles, cross walks, and sidewalks.
- Ability to clean debris from street storm sewer inlet basins and related drainage systems.
- Ability to assist in installing and maintaining water meters.
- Ability to assist in obtaining accurate data concerning monthly water meter reads utilizing automatic meter reading (AMR) system.

**Job Requirements**

**Education**

High School Diploma or GED equivalency.

### **Knowledge, Skills, and Abilities**

The employee must have the ability to understand and follow instructions and procedures. Work consists of routine and repetitive tasks, processes and operations requiring the selection and execution of simple actions. Must be punctual and dependable; previous irrigation repair experience/licensing is a plus.

Must possess a valid State of Texas Drivers License and have a good driving record as defined by City policy.

### **Work Environment**

- Work involves exposure to unpleasant elements, dirt, dust, fumes, smoke, loud noises, chemicals, dead animals, etc. Must be able to work in inclement weather.
- Position requires considerable physical exertion such as heavy lifting and pushing or pulling of objects 50 pounds and over.
- Position requires the use of personal protective equipment (i.e., safety boots, gloves, high visibility vests).
- Chosen candidate will be required to take a pre-employment drug/alcohol test.

### **Hours**

- The employee must be available for a rotating seven-day week of on-call service and arrive on site no later than 1 hour after the call is received.
- The employee may be expected to work at City special events such as the 4<sup>th</sup> of July Parade, Christmas Memories, Splash Day, and any City event that is not listed.

Submit completed [application packet](#) with signed releases to [citysecretary@cityofmeadowsplace.org](mailto:citysecretary@cityofmeadowsplace.org); City of Meadows Place, Attn: City Secretary, 1 Troyan Drive, Meadows Place, TX 77477 or fax to 281-983-2940.

Applications will be accepted until position is filled.