

WEBB COUNTY  
JOB DESCRIPTION

CERTIFIED

JAN 15 2015

By Webb County  
Civil Service Commission

TITLE: MAINTENANCE WORKER  
DEPARTMENT: UTILITIES  
SLOT NUMBER: 2873, 2874  
REVISION DATE: January 15, 2015

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**JOB SUMMARY:**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater treatment facilities and systems.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.
- Inspects and/or repairs chlorine machine and other water treatment equipment, pumping stations, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling. Make water service connections to water mains, including line tapping and valve installing. Cuts, fits, lays repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services fire hydrants.
- Assists in shutting off broken sections of water mains.
- Assists in meter reading and closing and opening services.

**QUALIFICATION STANDARDS:**

- Must have high school diploma or GED certificate from an accredited institution. If diploma/GED is from a foreign country you must have it equated prior to submission.

**SKILLS AND ABILITIES:**

- Must have experience in Maintenance work (carpentry, plumbing and electrical).

**PHYSICAL REQUIREMENTS:**

- Squatting: When working with equipment that is mounted on the ground, setting floor tile, carpet, working on plumbing fixtures.
- Bending: When picking up tools, to lift building materials that range from 20lbs. and over, digging trenches and shoveling dirt.
- Pushing: Wheelbarrow with dirt or sand, a dolly that will carry furniture or supplies that range 15lbs and over, and when using a floor buffer.
- Climbing: On 8ft. ladder to repair a roof, when painting, constructing or fixing light fixtures.
- Drive: Driving a truck to job sites, and towing the trailer to the landfill to dispose of construction liter.
- Wastewater: Working with Heavy Equipment and other Personal Protective Equipment during servicing the wastewater treatment plant and wastewater collection system.

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervised directly by Maintenance Supervisor

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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Employee Signature

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Supervisor Signature

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Printed Name

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