



Maintenance Worker

Fairgrounds

FG/03
Pay Grade: 12

JOB SUMMARY

This position is responsible for performing road and bridge maintenance, grounds maintenance, or custodial maintenance duties as assigned.

MAJOR DUTIES

- Assists with road excavation and repair duties.
- Repairs potholes.
- Removes debris from roadways.
- Assists in bridge repair duties.
- Maintains county rights-of-way, including curbs, gutters, and driveways; mows right-of-way; cuts and removes trees and limbs; edges sidewalks; blows leaf's from sidewalk.
- Transports equipment and materials to work sites.
- Places cones, barriers, barricades, and safety barrels at work sites.
- Operates hand and power tools.
- Performs grounds maintenance duties; maintains landscaping; irrigates lawns.
- Performs building maintenance duties; cleans restrooms and other facilities; sweeps and mops floors.
- Maintains assigned vehicles and equipment; completes pre- and post-trip inspections.
- Takes daily inventory of ice and places orders as needed; issues ice to employees on a daily basis.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county and departmental policies and procedures.
- Knowledge of the operation and maintenance of a variety of job-related equipment.

- Skill in the use of assigned equipment.
- Skill in the use of hand and power tools.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Road and Bridge Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures, safety guidelines, and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to assist in the maintenance of county roads, buildings and grounds. Successful performance contributes to well-maintained county facilities and infrastructure.

CONTACTS

- Contacts are typically with co-workers, other county employees, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, climb ladders, and distinguish between shades of color.
- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution preferred but not required.

OTHER REQUIREMENT/INFORMATION

- Texas DOT Physical Exam is required.
- 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.

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.

Employee's Signature Print Name Date

Supervisor's Signature Print Name Date