

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Maintenance Worker		
<b>Job Code:</b>	ST5190	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	504	<b>Date Reviewed:</b>	07/18/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	01/29/2024

### GENERAL SUMMARY

Performs manual work in construction, maintenance, and repair of City infrastructure and facilities. Performs a variety of maintenance tasks pertaining to public works operations and services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs a variety of construction and maintenance activities in the completion of assigned divisional services and operations, which includes water distribution or collection systems, utility services, transportation/public works, and other manual labor responsibilities
2. Operates a variety of hand and small power tools and equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes and various other equipment in support of a variety of maintenance and construction operations.
3. When assigned to water/wastewater or utility functions, performs task pertinent to the construction and repair of water/wastewater mains, manholes, vaults, services, valves, fire hydrants and meters, such as uncovering buried pipelines and cutting and measuring pipe.
4. Operates valves on water lines to isolate leaking sections. Repairs leaks or breaks in distribution or collection system. Assists in operating wastewater collection equipment to clear obstructions. Replaces and repairs manholes and assist in locating sewer and water lines.
5. When assigned to transportation/public works duties, directs traffic around work site and assembles appropriate barricades. Cleans and repairs streets, alleys, gutters and drains. Shovels and spreads sealer and asphalt and operates asphalt roller.
6. Performs grounds maintenance duties, which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves and removing trash.
7. Assembles and disassembles traffic control pylons, barriers, and signs. Assists with traffic control activities.

8. Cleans debris from ditches, culverts, and creek beds. Collects and hauls trash, garbage, debris, dirt, sand and gravel, power washes containers and compactors. Provides backfill jobs as needed.
9. Performs additional construction and maintenance tasks such as grading, pouring concrete, asphalt, spreading and filling potholes, and grounds maintenance.
10. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.
11. When assigned to TPW/Stormwater, performs general maintenance tasks, which include pouring concrete to repair drainage structures and pipes and performing maintenance and construction duties. Assists installation of erosion control products (BMPs).
12. Operates hand tools, medium and light equipment such as tractors, riding mowers, jackhammers, cement mixers and various other equipment in support of a variety of maintenance and construction operations.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

**When assigned to Code Compliance/Solid Waste:**

1. Operates a variety of hand and small power tools and equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes, and various other equipment in support of a variety of maintenance and construction operations. Performs operation and maintenance requirements of power-driven equipment.
2. Cuts grass, maintains sprinkler system, waters trees and landscape, trims trees and bushes, picks up litter, places mulch around landscape, pulls weeds, power washes where containers/compactors are located, installs and posts signs, maintains tools, equipment and vehicles. Programs sprinkler system and troubleshoots equipment at the Convenience Centers.

**KNOWLEDGE, SKILLS & ABILITIES**

• **Knowledge of:**

- Operation and maintenance requirements of power-driven equipment.
- Principles and practices of water/wastewater distribution or collection systems.
- Principles, practices, and techniques of utility systems.
- Principles and practices of transportation/public works responsibilities.
- Basic methods and techniques of general construction, maintenance and repair related to water/wastewater, utility services, transportation/public works, or the area of work assigned.
- Occupational hazards and standard safety practices.
- General departmental policies and regulations.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent federal, state and City laws, codes and regulations.

- **Skill in:**
  - Prioritizing work activities.
  - Observation and decision-making.
  - Organization and time management.
  - Operating assigned equipment.
- **Ability to:**
  - Maintain, install and repair water/wastewater collection and utility systems as assigned.
  - Perform a variety of skilled construction and maintenance tasks.
  - Perform strenuous manual labor tasks related to assigned responsibilities.
  - Safely and properly operate various tools and light equipment.
  - Interpret and explain City policies and procedures.
  - Understand oral and written instructions.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and no experience required.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain, an appropriate certification or license may be required depending on assignment

### **When assigned to Water Department / Field Operations Division, Water Distribution Maintenance:**

A minimum TCEQ Class D Water Distribution Operator license will be required within one year of hire.

### **When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance:**

A minimum TCEQ Type I Wastewater Collection System Operator license will be required within one year of hire.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor

ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.