

Non-Exempt

**CITY OF JAMAICA BEACH
JOB DESCRIPTION**

JOB TITLE: GENERAL MAINTENANCE LABORER

JOB SUMMARY:

The City of Jamaica Beach is accepting applications for the position of General Maintenance Laborer. This position performs a variety of tasks in the general construction, maintenance, repair, and improvement of City streets, rights-of-way, drainage systems, buildings, facilities, parks, marina, and beach area. This position performs supplemental support in the maintenance and repair of the water distribution and wastewater collection systems such as minor repairs to water and wastewater lines, meters, and other general maintenance tasks as assigned. Must have physical strength, hand eye coordination, endurance, and be able to work in extreme weather conditions and have the ability to understand and communicate information. Some work will be required to be performed during nights, weekends, holidays, and emergencies periodically throughout the year. Most work will be conducted M-F 8AM to 5PM. This position operates in a Drug Free/Smoke Free environment. This position reports directly to the City Administrator; in his absence to the City Secretary.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:

The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs manual labor tasks associated with the general construction, maintenance, repair, and improvement of City streets, rights-of-way, drainage systems, buildings, facilities, parks, marina, beach and public utility systems.

Operates a variety of tools, equipment, and machinery necessary to perform assigned duties; such as hand tools, power tools, shovels, chain saws, push lawn mower, riding lawn mower, and small backhoe.

Performs minor street maintenance and repairs; such as patching, laying asphalt, filling potholes, painting crosswalks, pickup and removal of litter and debris.

Performs the installation, repair and replacement of streets signs and poles.

Performs the setup and remove traffic safety devices; such as cones, signs, and barricades, as necessary.

Mowing, weed removal, litter and debris cleanup of all city and public areas; such as rights-of-way, parks, drainage ditches, culverts, easements and city owned properties.

Performs general maintenance and repairs to all City buildings and facilities.

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Operates equipment and performs manual labor tasks to maintain a safe and attractive environment at all City Parks; including maintenance and repairs to buildings, facilities and playground equipment, weed control, mowing, watering, prune and trim trees and shrubs, trash and debris cleanup and removal.

Operates small backhoe equipment and performs manual labor tasks to maintain the beach area; including trash and debris cleanup and removal.

Perform monthly tasks associated with the public utility system, such as reading water meters, conducting data log reports, flushing fire hydrants, cycling water valves, and replacing water meter boxes and lids.

Complete work orders and daily assignments generated by City Hall staff.

Perform and/or assist with the installation and replacement of water meters.

Perform and/or assist with the maintenance and repairs of water distribution lines, wastewater collection lines, manholes, meters and related infrastructure.

Perform and/or assist with preventative maintenance and emergency operations of the wastewater collection line to include but not limited to, identifying system defects and structural failure, and working with cleaning and inspection equipment as necessary.

Perform supplemental janitorial duties in City buildings, facilities, parks, marina, and beach area in-between servicing by City's Janitorial and Waste Service Contractors.

Supports the relationship between the City of Jamaica Beach and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.

Safely operates, maintains and cleans City vehicle, equipment, and machinery.

Organize, maintain, and clean office and workshop areas.

Inspect, clean, and maintain equipment and tools used to ensure they are in safe operating order.

Utilize proper safety precautions related to all work performed; report unsafe acts, conditions, accidents and injuries.

Perform routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.

Works varied shifts including nights, weekends, holidays and emergency hours, as assigned.

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May be required to remove debris, fallen trees and limbs; replace street signs during or after hazardous weather or other emergencies.

Performs other related duties, as required or assigned.

WORKING CONDITIONS:

Work is performed primarily outdoors, and employee will be exposed to extreme heat, cold, rain, wind, and other weather conditions.

Work will require constant standing, walking, reaching, lifting, kneeling, and other tasks associated with manual labor.

REQUIRED EDUCATION, EXPERIENCE AND/OR TRAINING:

High school diploma, GED or equivalent required.

One year of laborer or general maintenance experience required.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Driver's License required, with clean driving history.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of operation, maintenance and repair techniques of equipment, and tools used in general construction and maintenance work; and their basic safety precautions and procedures.

Knowledge of safe handling techniques of hazardous chemicals and material.

Ability to maintain a courteous demeanor under stressful conditions when communicating with the public, staff and officials.

Ability to plan and organize materials and supplies necessary to complete work orders and daily assignments.

Ability to make independent decisions and use good judgment when performing duties.

Ability to prepare and maintain reports, records and logs with accuracy, as necessary.

Ability to learn and utilize new skills and information to improve job performance and efficiency.

Ability to work flexible hours including nights, weekends, holidays, and emergencies, as necessary throughout the year; and the flexibility to work overtime as assigned by management.

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Ability to adhere to policies and procedures regarding absenteeism and tardiness; regular and consistent attendance for the assigned work hours is essential.

Ability to lift 50 or more pounds.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

One year of experience in general construction or a related field preferred.

Knowledge of utility system maintenance and repairs preferred.

Knowledge of trench safety, traffic control and barricading experience preferred.

Knowledge and ability to operate office equipment and technology preferred.

Willing to pursue a C water license issued by T.C.E.Q. within one year of hire preferred.