

11. Assists in the repair and/or replacement of water meters and water meter boxes
12. Co-supervises maintenance crew on the installation of water and sewer taps.
13. Communicate with the Public Works Supervisor to ensure adequate public works, utility and street supplies are available.
14. Operates various types hand tools and power tools in the maintenance of parks and buildings; mows lawn with riding lawnmower, push mower, or tractor, operates weed eater for extended periods of time, uses shovels, picks, clippers, hand pruner, chain saw, wrenches, etc. to perform duties such as edging, trimming trees and shrubs, planting trees, shrubs, and flowers, repair and maintenance of equipment and playground equipment, installing playground equipment, etc. in a safe manner.
15. Cleans park grounds area, playground area, and other City owned properties by picking up trash, broken glass bottles, and any other types of debris, and dumping into appropriate receptacle; water park grounds as required; sweeps sidewalks, cleans rest rooms, pavilions, etc. to maintain clean and safe environment for visitors.
16. Distributes fertilizer, uses herbicides and insecticides to treat lawns, shrubs, trees and right-of-way areas in a safe manner.
17. Performs building maintenance duties such as painting, changing light bulbs, and makes minor repairs of buildings such as plumbing.
18. Installs, repairs, and maintains playground equipment.
19. Performs manual labor duties such as digging holes, pouring cement, setting fence posts, preparing plant area, etc. in a safe manner.
20. Performs minor maintenance duties of equipment such as changing oil in lawn mowers.
21. Moves furniture and other equipment as required or assigned.
22. Maintain and repair drip irrigation and sprinkler systems located in park, library, and other city owned properties in an accurate and timely manner.
23. Performs minor repairs and services vehicles and heavy equipment.
24. Communicates with various departments in diagnosing engine/equipment repair needs.
25. Identifies repair needs and communicates to the supervisor needed maintenance and replacement parts.
26. Completes work orders and vehicle maintenance reports as assigned.
27. Inspects and road tests equipment to be in a safe and serviceable operation condition.
28. Maintains the work area in a safe, clean, and orderly condition.
29. Other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Operation and maintenance of equipment, tools, machinery, and systems relating to water utilities, wastewater utilities and other public works infrastructure
- Safe work and driving principles and practices

Ability to:

- Learn the water distribution, wastewater collections, water and wastewater treatment, water distribution, backflow prevention, wastewater disposal; use and principles of computerized electronic equipment and communication devices in the collection, storage, and interpretation of water and wastewater operational data
- Learn basic industrial waste inspection, monitoring, and sampling devices, practices and techniques
- Learn basic chemistry and general laboratory practices and procedures
- Learn basic and laboratory safety practices and procedures

- Learn the basic principles of construction and maintenance of water lines, pumps, wells, meters, storage facilities, basic water hydraulics, basic electrical and of all related safety procedures; environmental standards and compliance requirements
- Learn basic design and operation of mechanical devices, plumbing networks, and electrical systems.
- Perform a variety of construction, repair and maintenance tasks
- Work under routine and emergency conditions
- Work efficiently and safely with others
- Understand and follow instructions and directions
- Work with others in a harmonious and respectful manner
- Perform a wide variety of physically strenuous tasks
- Respond to public inquiries and complaints in a tactful and courteous manner
- Safely operate heavy construction and repair equipment
- Operate and properly repair valves, fittings and hydrants
- Read, interpret and understand blueprints and construction drawings
- Maintain and repair equipment and tools
- Operate a computer database, and perform general inspections of contractor's work
- Contribute useful information for pump station improvements
- Read and record meter readings accurately
- Understand and explain water billing and meter reading procedures

Skill in:

- Operating and maintaining control and other equipment and machinery related to water and wastewater treatment
- Operating various types of vehicles, construction and/or grounds maintenance equipment
- Use of power and hand tool
- Must possess sufficient oral and written communication skills in English

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Equivalency Degree (GED)
- One (1) year experience in construction or utility work or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS:

- Possess and maintain a valid state of Texas Class C motor vehicle operator's license during course of employment.
- Possess and maintain a valid Class D Ground TCEQ Water License or ability to obtain it within one (1) year of hire date.
- Possess and maintain a valid Class D TCEQ Wastewater License or ability to obtain it within one (1) year of hire date.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed

outdoors. The incumbents are exposed to a variety of conditions including wet, heat, cold, heavy dust and pollens and biohazards. Additionally, the working environment and equipment used exposes the incumbents to loud noises, vibrations, mechanical and equipment hazards, pesticides, raw and treated sewage, fumes, solvents, diesel, chlorine, and other chemicals and risks. Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

The City of Overton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description

Employee's Signature

Date

Supervisor's Signature

Date